

ALBANY COUNTY SHERIFF'S OFFICE OPERATIONS POLICY MANUAL



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"It is the mission of the Albany County Sheriff's Office to enhance the quality of life in the County by working cooperatively with the public and within the framework of the Wyoming and United States Constitutions to enforce the laws, preserve the peace, and provide for the safety and security of our citizens and visitors. We are dedicated to conducting ourselves in a manner respectful of the trust that has been placed upon us as law enforcement personnel by responding to the needs of the citizenry within our field of expertise with consistency, fairness, and accountability."

**ALBANY COUNTY SHERIFF'S OFFICE
OPERATIONS POLICY MANUAL**

INTRODUCTION

A law enforcement agency must maintain a high level of personal and official conduct if it is to command and deserve the respect and confidence of the public it serves. Rules and regulations governing the conduct of members of the Albany County Sheriff's Office ensure that the high standards of the law enforcement profession are maintained. Issues of honesty and integrity are of paramount importance in the operation of the Sheriff's Office.

The purpose of the Sheriff's Office Operations Policy Manual is to provide guidelines and instructions concerning employee conduct and responsibility for all Sheriff's Office members in all of their activities, whether official or personal. Sheriff Office members shall:

1. Be honest.
2. Conduct themselves in a manner that creates and maintains respect for themselves, the Sheriff's Office and the County;
3. Avoid any actions, which might result in adversely affecting the confidence of the public in the integrity of the county government or the Sheriff's Office;
4. Perform all duties in a professional, courteous, competent, and efficient manner;
5. Comply with all the Sheriff's Office rules, policies and procedures; and
6. Obey federal, state, county, and municipal laws and regulations.

Sheriff's Office members are responsible for learning and abiding by the rules and guidelines in the Operations Policy Manual. Action may be taken against an employee due to a failure of the employee to meet the requirements of the manual or of his/her position.

Because of the infinite variations of the situations, which these rules and regulations may address, it is not possible to anticipate and draft specific language to address each and every circumstance that may arise. To achieve the purpose of the rules and regulations stated in the Operations Policy Manual, the Sheriff may give these rules and regulations such interpretation as the Sheriff may determine as reasonable and necessary to achieve the Sheriff's Office's goals and objectives and to maintain order and discipline within the Sheriff's Office.

ALBANY COUNTY SHERIFF'S OFFICE

OPERATIONS POLICY MANUAL

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ALBANY COUNTY SHERIFF'S OFFICE OPERATIONS POLICY MANUAL



SECTION 100 ADMINISTRATION ORGANIZATION

**ALBANY COUNTY SHERIFF'S OFFICE
OPERATIONS POLICY MANUAL**

General Provision

POLICY # 101

NUMBER OF PAGES: 4

SECTION 100 Administration Organization

EFFECTIVE: 11/30/12

Purpose

Establishes an Operations Manual as the official Albany County Sheriff's Office policy to which all personnel shall conform.

Establishes a method of distribution and revision of the Manual.

Establishes each employee's accountability for the Manual, both in content and care.

Policy

It is the policy of the Albany County Sheriff's Office to maintain a single collection of official written procedures. Policies cannot be exhaustive on a particular subject, but it does outline the standard operating guidelines.

Procedure

I. Overview

- A. Establishment of the Manual – An Operations Manual is hereby established. All personnel are responsible for knowing, understanding and conforming to the Manual's contents. Any questions about this Manual shall be brought to the attention of the employee's immediate supervisor.
- B. This Manual is intended to be comprehensive and a work in progress, under continuous review and update. When the contents of this manual conflict with previous office policies, procedures, or rules, this Manual is the controlling authority, superseded only by order of the Sheriff.
- C. Should a situation arise upon which an office policy or procedure predating this manual relates to a subject not covered herein, the prior policy statement controls, but this situation should be brought to the attention of the Sheriff.

- D. This Manual is a composite of current directives, policies, procedures, and rules pertaining to the Sheriff's Office. All existing manual, orders, or other regulations that are in conflict with the contents of this Manual are hereby revoked. Those orders and regulations that are not revoked shall remain in effect.
- E. Any section, sub-section, clause, or phrase that is found to contradict the laws of the State of Wyoming, or the decision of a Wyoming Court or the United States Supreme Court shall be null and void.

II. Structure

- A. Contents of the Manual – The Manual was written to emphasize safety issues, areas of high liability, and the overall efficiency and effectiveness of general office operations. Employees are responsible for knowing and adhering to all policies, procedures, and orders contained in the Manual.
- B. Structure of the Manual – Each policy begins with purpose statements, listing the main areas to be addressed. This is followed by a policy statement and a procedures section that further clarifies and gives additional direction to the purpose of statements.
- C. Additions / Deletions / Revisions – Other clarifications and changes to this Manual will be in the form of policy, directives, and special orders.

III. Responsibility/Distribution

- A. The original and official policy Manual will be maintained by the Sheriff.
- B. Digital copies of the Manual shall be issued to all personnel of the Sheriff's Office, and shall remain the property of the Albany County Sheriff's Office.
 - i. A complete copy of the Manual will be available to all personnel at all times for their review.
- C. Updates
 - i. Additions and revisions shall be distributed by the Sheriff or designee via Office e-mail.
 - ii. Each employees' Manual will be updated by the administration with all additions and/or revisions
 - iii. Through office e-mail, personnel will receive individual policy additions, revisions, and directives.

IV. Format

A. Policies/Standard Operating Procedures.

- i. Written direction from the Sheriff, establishing office rules and regulations. Policies are general statements guiding the Sheriff's Office to the attainment of its goals.
- ii. Policies explain the reasons for, or build the foundation for, procedures and rules.
- iii. Procedures are specific guidelines to assist employees in performing a wide range of tasks.
 - a) Procedures describe expected methods of operation, and generally allow some flexibility within certain constraints, or when justified by the circumstances.
- iv. Policies and Procedures will remain in effect until rescinded or replaced by a subsequent Order.

B. Directives

- i. Directives are issued by the Sheriff to establish and implement policies, procedures, and rules.
- ii. Written directives are intended to affect or guide the actions of Sheriff's Office personnel and explain specific procedures to be followed.
 - a) Directives are normally used to affect the status of individuals, temporary changes in policy pending a revision, or the establishment of a new policy.
- iii. Directives may be temporary or self-canceling.
- iv. Directives will remain in effect until rescinded or updated.

V. Review

A. Manual Review / Re-evaluation

- i. The Manual shall be reviewed at least annually in order to ensure its consistency with statutory law and practices of the Albany County Sheriff's Office. Only the Sheriff shall have the authority to issue, modify, or approve changes to this manual.

By Order of the Sheriff,

ORIGINAL SIGNED

11/30/2012

David S. O'Malley

**ALBANY COUNTY SHERIFF'S OFFICE
OPERATIONS POLICY MANUAL**

General Organization

POLICY # 102

NUMBER OF PAGES: 2

SECTION 100 Administration Organization

EFFECTIVE: 11/30/12

Purpose

It is necessary to establish and clarify the organizational structure, division of duties, and seniority structure of the Albany County Sheriff's Office.

I. Organization of Office

- A. Generally, the Albany County Sheriff's Office is divided into separate assignments. The Sheriff will determine oversight and supervision of duties within the office based on general and/or specific needs, in order to ensure the effective operation of the office.

- i. Rank

- a) The order of rank for sworn personnel shall be:

- 1) Sheriff
 - 2) Undersheriff
 - 3) Lieutenant
 - 4) Sergeant
 - 5) Corporal
 - 6) Deputy

- B. Deputy Sheriff's holding the rank of Corporal and above will be considered members of the Full Command Staff.

- i. Seniority

- a) Seniority will be determine first by rank and then by time in rank within the Albany County Sheriff's Office.
 - 1) If a deputy sheriff is demoted to a lower rank, either voluntarily or involuntarily, they will return to a position of seniority commensurate with their overall time in service, within the rank they are demoted to.

- 2) Special situations or operations may necessitate a lower ranking and/or less senior deputy sheriff being placed in command. These situations will be specifically outlined or authorized by the Sheriff or a members of the Command Staff.

- ii. Specialty Positions

- a) Office holding specialty positions to include Detective may assume command or supervisory status in those situations warranted by their expertise or responsibility as appropriate. Supervisory duties in a specialty position can be relieved by the Sheriff, Undersheriff, Operations Lieutenant, or Sergeant at their discretion

- iii. Non-Sworn Personnel

- a) Seniority for non-sworn personnel will be determined by time in service or promotion or placement in a supervisory status as defined by the Albany County personnel rules.

By Order of the Sheriff,

ORIGINAL SIGNED

David S. O'Malley

11/14/2012

**ALBANY COUNTY SHERIFF'S OFFICE
OPERATIONS POLICY MANUAL**

Agency Goals

POLICY # 103

NUMBER OF PAGES: 3

SECTION 100 Administration Organization

EFFECTIVE: 11/30/12

Purpose

The primary purpose of the Albany County Sheriff's Office is to maintain social order within prescribed ethical and constitutional limits, while providing professional law enforcement services. To attain this, the Sheriff's Office enforces the law in a fair and impartial manner, recognizing both the statutory and judicial limitations of police authority and the constitutional rights of all persons. The Sheriff's Office recognizes that no law enforcement agency can operate at its maximum potential without supportive input from the citizens it serves. The Sheriff's Office actively solicits and encourages the cooperation of all citizens to reduce and limit the opportunities for crime and to facilitate the maximum use of resources.

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- I. Protection of Life and Property
- II. Prevention, Detection, and Investigation of Criminal Activity
- III. Apprehension of Offenders
- IV. Maintenance of Public Order
- V. Recovery of Property
- VI. Training of Officers
- VII. Compliance with Ethical Standards
- VIII. Community Service
- IX. Sheriff's Office Administration
- X. Sheriff's Office Evaluation

To accomplish the Sheriff's Office's mission, the following 10 goals are established:

I. Protection of Life and Property

- A. To provide services that contribute to the preservation of life, protection of property, and the safety of the community and furthermore to assist during times of natural or technological occurrences or disasters.

II. Prevention, Detection, and Investigation of Criminal Activity

- A. To prevent crime through aggressive patrol that limits the opportunity for a crime to occur, and through education of citizens that reduces the likelihood of them becoming victims.
- B. To provide a thorough, appropriate, and efficient investigation of criminal activity.
- C. To apply effective measures against organized criminal and related activities.

III. Apprehension of Offenders

- A. Provide for the expeditious and prudent apprehension of suspected violators of the law, regardless of their status in the community, by thorough, appropriate, and efficient investigations.

IV. Maintenance of Public Order

- A. It is the goal of the Albany County Sheriff's Office to protect the public and provide a safe and secure environment for inmates and staff under the principles of direct supervision.

V. Recovery of Property

- A. To secure and maintain an inventory of all property, evidence, lost and recovered/stolen property being held by the Sheriff's Office; thereby ensuring that all property and evidence is available when needed.

VI. Training of Officers

- A. To design and implement a training program to fill the training needs of deputies, and to promote a high rate of proficiency in the Sheriff's Office. Also, to address career development goals of Sheriff's Office personnel.

VII. Compliance with Ethical Standards

- A. To ensure the integrity and adherence to professional standards of the Sheriff's Office by processing and investigating all complaints against Sheriff's Office personnel.

VIII. Community Service

- A. Provide the resources necessary for assisting citizens under special non-criminal circumstances.

IX. Sheriff's Office Administration

- A. To provide management, administrations, and support required for the effective operation of the Sheriff's Office.

- B. To develop an accounting system for the internal monitoring of all fiscal activities, including accounting and auditing procedures.

X. Sheriff's Office Evaluation

- A. To develop a performance based evaluation of employees of the Albany County Sheriff's Office. Deficiencies noted in the evaluation will be identified and remedial objectives will be developed and implemented to address deficiencies.

By Order of the Sheriff,

ORIGINAL SIGNED
David S. O'Malley

11/14/2012

**ALBANY COUNTY SHERIFF'S OFFICE
OPERATIONS POLICY MANUAL**

Disciplinary Procedures

POLICY # 104

NUMBER OF PAGES: 8

SECTION 100 Administration Organization

EFFECTIVE: 11/30/12

Purpose

All members of the Albany County Sheriff's Office are members of a team working together with a primary objective of serving the community. Members who fail to follow the necessary rules and regulations governing conduct not only penalize themselves but do a disservice to all members of the Office. The code of conduct rules are not intended to restrict the privileges of anyone but are designed to ensure the rights and safety of all members and to provide working guidelines to encourage equitable and businesslike conduct.

This code of conduct shall apply to all office personnel acting in an official or an unofficial capacity and shall be in accordance with the Albany County Sheriff's Office Operations Policy Manual.

Policy

It is the policy of the Albany County Sheriff's Office to administer discipline in fairness to the employee and the office. Discipline may be administered in a positive, corrective, or punitive manner.

Procedure

I. Disciplinary Measures

A. Accountability

- i. Employees of the Sheriff's Office are expected to abide by and may be disciplined for violation of Sheriff's Office rules and regulations.
- ii. Recognizing that each instance of misconduct differs from somewhat similar actions in many respects, supervisors, command staff, and the Sheriff retain the right to treat each occurrence on an individual basis without creating a precedent for other cases, which may arise in the future. Rules and regulations in this policy are not to be construed as a limitation upon the retained rights of supervisors and the Sheriff but are to be used as a guide.
- iii. The rules and regulations provide recommended progressive penalties to apply for specific offenses; however, the recommended penalties may be modified by

the Sheriff or his/her designee, including a lesser or more severe penalty, when extenuating circumstances are found.

- iv. We know that most employees will perform their jobs properly, comply with rules and policies of the sheriff's Office, and follow good common sense in performing their duties. However, in some instances, disciplinary action may be necessary. When disciplinary action is taken, it can be in several forms such as supervisory, counseling, written reprimand, suspension without pay, demotion and termination.
- v. The specific circumstances of a violation will determine the level of action that is to be taken. Employees' work record and performance on the job will be taken into consideration, as well as the nature of the violation.

B. Progressive Discipline

- i. Discipline will generally be administered progressively. The seriousness of the incident, the circumstances surrounding an incident, the employee's past disciplinary record, the employee's past work performance, the overall negative impact on the organization and/or to the community caused by the incident, and the prognosis for future, similar problems will all be taken into consideration in the administration of discipline.

C. Causes of Actions

- i. Disciplinary action shall be taken in the case of any employees of the Albany County Sheriff's Office justifiably charged with the commission or omission of the following described acts:
 - a) Violation of or non-compliance with any section or part of policies of Albany County General Orders of the Albany County Sheriff's Office.
 - b) Drinking any kind of intoxicating liquor, to include illegal controlled substances while on duty.
 - c) Intoxication while on duty.
 - d) Conduct unbecoming to a law enforcement officer.
 - e) Neglect of duty.
 - f) Violation of any criminal law, or municipal ordinance.
 - g) Inattention of duty.
 - h) Disrespect or insolence toward a citizen.
 - i) Willful maltreatment of any prisoner or any person
 - j) Falsification of reports or issuing false reports.
 - k) Receiving or accepting bribes, money, or valuables.
 - l) Receiving or accepting any reward, gratuity, or gift.
 - m) Sexual harassment of any employee.
 - n) Reckless handling of County property and equipment.

- o) Failure to report for duty, excessive tardiness, or abuse of sick leave.
- p) Political activity in conflict with personnel policies.
- q) Disrespect or insolence toward a superior command officer.
- r) Any other act or omission contrary to the good order and discipline of the office.
- s) Failure to follow a lawful order of a supervisor.
- t) Willfully departing from the truth when working with supervisors, fellow deputies, or in any matter relating to their official capacity.

II. Supervisor Authority

A. Supervisory Role

The role of supervisors, especially first-line supervisors, is crucial in disciplinary process. First-line supervisors have the continuing opportunity to observe the employee conduct and appearance and must administer discipline. First-line supervisors have the best opportunity to observe the conduct and appearance of personnel and detect those instances when commendations, remedial training, counseling, or disciplinary actions are warranted and will be most effective whether positive, corrective, or punitive. In the disciplinary process, the role of the supervisor is:

- i. To supervise the performance of employees and detect those instances when commendations, counseling or disciplinary actions are warranted.
- ii. To investigate allegations of employee misconduct when it is within the scope of their authority and responsibility. The Sheriff or Undersheriff may direct any supervisor to investigate misconduct of an employee at any time.
- iii. To recommend and implement the most effective methods of discipline, taking into consideration the behavior and performance history of the personnel under their supervision.

B. Supervisory Responsibility

- i. Supervisors at all levels in the Albany County Sheriff's Office are responsible for the administration of discipline.
- ii. Supervisors who personally observe employee misconduct have the authority and duty to exercise appropriate disciplinary action.
- iii. If misconduct is very minor, such as a minor mistake, departure from procedure or a minor misjudgment, the supervisor will take immediate corrective action in the form of counseling. The supervisor may document the counseling in an

action plan with the employee and a copy will be placed in the employee's evaluation file.

- iv. If the misconduct is more serious, the supervisor shall investigate the conduct in question. If the supervisor determines a written warning is appropriate, he/she will complete an employee warning report with an included action plan, a copy will be placed in the employees personnel file.
- v. The supervisor may also confer with his/her division commander to insure the appropriateness and consistency of the intended action. Once this has been determined, the supervisor shall proceed with the recommended discipline.
- vi. If the supervisor determines the misconduct involves criminal wrongdoing, except minor traffic violations, or serious misconduct, the complaint will immediately be referred to the Command Staff.
- vii. Any discipline above an oral reprimand shall be brought to the attention of the Command Staff.

C. First-line supervisors are authorized to take the following disciplinary measures.

- i. Positive: Positive discipline is designed to stimulate the morale of the employee. Rewards such as letters of commendation or meritorious citations are positive forms of discipline.
 - a) Supervisor shall submit a written request for a commendation to be given. Requests will be made to the Sheriff describing the incident, the employee's performance and reasons why a commendation is recommended.
 - b) A copy of the commendation shall be placed in the employee's personnel file.
- ii. Corrective: Corrective discipline is progressive and includes training and/or counseling. This discipline is appropriate in those cases involving minor duty infractions that can be corrected through proper counseling or training.
 - a) Counseling: A supervisor should use counseling as a function of discipline in cases involving infractions.
 - 1) Supervisors who utilize counseling as a form of discipline may document the conditions that prompted the counseling session in an action plan. Results of the actions plan review shall be forwarded to the appropriate supervisor.
 - 2) A copy of the action plan will be placed in the employees personnel file.

b) Training: A supervisor should use training as a function of discipline in those areas involving minor infractions.

- 1) Supervisors who utilize training as a form of discipline should document the employee's short comings, deficiencies, or lack of knowledge and the necessary instruction required to re-train. Training shall be outline in an action plan and forwarded to the next level of supervision for review.

iii. Punitive: Punitive discipline shall include:

a) Verbal Warning:

- 1) A spoken warning or indication of disapproval concerning a specific act, infraction, or violation of a policy or procedure. A verbal warning may be noted for evaluation purposes but does not become part of an employee's personnel record.

b) Written Reprimand:

- 1) A written warning or disapproval concerning a specific act, infraction, or violation of a policy or procedure. A written warning will be placed in the employee's personnel file.

c) Administrative Leave:

- 1) If a supervisor believes it is necessary to relieve an officer from duty because the conduct observed is extremely serious, or the officer is unfit for duty for any reason, the supervisor shall immediately relieve the officer of duty and place him/her on administrative leave with pay.
- 2) The supervisor shall inform his/her supervisor of his/her actions immediately and document the actions taken.
- 3) The Sheriff and Undersheriff will also be apprised of the situation.

III. Disciplinary Procedures

Before discipline is administered, beginning with a written reprimand, employees shall be entitled to procedural due process in conformity with the laws of the United States and the State of Wyoming, including a reasonable time to prepare for any disciplinary hearing.

A. Reprimands

- i. Informal counseling – Supervisors may exercise discretion for minor infractions of policy and administer informal counseling.
- ii. First-line Supervisors and Command Staff (defined as Sergeants, Corporals, Lieutenants, Undersheriff, and the Sheriff) have the authority to give informal counseling.

B. Oral Reprimands

- i. Oral Reprimand – If the employee misconduct is minor and not a part of a continuing pattern, an oral reprimand may be appropriate. Oral reprimands will be documented in writing and will describe the misconduct, the corrective action taken, and a statement that a reoccurrence of the incident may result in additional progressive discipline. Department supervisors and Command Staff have the authority to give an oral reprimand. Oral reprimands will not be placed in the personnel file.

C. Written Reprimands

- i. Written Reprimand – If the employee misconduct is more serious or is part of a continuing pattern of behavior involving repeated minor misconduct or mistakes, employees as a general rule will receive written reprimands. Written reprimands will contain the allegations of misconduct, the corrective action taken, and a statement that a reoccurrence of the incident may result in additional progressive discipline. Written reprimands will be documented in the employee's personnel file. Unit supervisors and Command Staff have the authority to give a written reprimand. All such disciplinary actions shall be reviewed by the Sheriff and Undersheriff.

D. Leave of Duty – The placing of an employee on administrative leave with pay, or suspension without pay for a specific infraction, act or violation of a policy or procedure.

i. Administrative leave

- a) Employees on administrative leave shall be placed on a Monday through Friday, 8:00 am to 5:00 pm schedule, with one hour off for lunch, unless otherwise directed by the Sheriff.
- b) Employees on administrative leave may be assigned to the Sheriff's Office building, their home, or other designated locations for the duration of the leave.

ii. Suspension

- a) If an investigation of employee misconduct results in suspension, the employee shall receive a written notice in accordance with the policies of the Albany County Sheriff's Office.

b) Written notice shall include:

- 1) A statement citing the reason for suspension.
- 2) The effective date and length of suspension.
- 3) Notice of the right to a pre-disciplinary hearing if applicable.
- 4) Notice of the right to appeal.
- 5) The Sheriff has the authority to suspend without pay.

E. Demotion – The movement of an employee from one position or class to another with a lower grade level assignment.

- i. If the employee misconduct is very serious or is part of a continuing pattern or behavior involving repeated misconduct, employees may be recommended for demotion.
- ii. Supervisors and Command Staff may recommend an employee for demotion in writing via their respective supervisor.
- iii. Command Staff is responsible for making the appropriate recommendation to the Sheriff, in writing, which will include documentation pertaining to the particular offense.
- iv. The Sheriff has the only authority to demote or transfer.

F. Termination

- i. If the employee misconduct is so serious that continued employment is no longer appropriate due to a continuing pattern of behavior or very serious misconduct, employees may be recommended for termination.
- ii. The Command Staff is responsible for making the appropriate recommendation to the Sheriff.

G. Separation Notice

- i. If an investigation of employee misconduct results in termination the employee shall receive a written notice in accordance with the policies of the Albany County Sheriff's Office.

ii. Written notice shall include:

- a) A statement citing the reason for separation.
- b) The effective date of the separation.
- c) A statement of the status of fringe and retirement benefits after separation.
- d) A statement as to the content of the employee's employment record relating to the separation.
- e) Notice of the right to a pre-disciplinary hearing if applicable.
- f) Notice of the right to appeal.

iii. At the time of termination, the employee will surrender all departmental issued clothing and equipment.

- a) If the employee successfully appeals his/her termination, clothing and equipment will be re-issued.

By Order of the Sheriff,

ORIGINAL SIGNED

David S. O'Malley

11/14/2012

**ALBANY COUNTY SHERIFF'S OFFICE
OPERATIONS POLICY MANUAL**

Grievances

POLICY # 105

NUMBER OF PAGES: 4

SECTION 100 Administration Organization

EFFECTIVE: 11/30/12

Purpose

An Office chain-of-command grievance system is established to provide for the orderly and effective resolution of employee problems and concerns.

Policy

It is the policy of the Albany County Sheriff's Office that employees express their work-related criticism and complaints through their immediate supervisor.

Procedure

I. Grievances

A. Filing

- i. Employees must submit to their immediate supervisor a written summary of any personal, internal, grievance. Such personal grievances will be processed through the chain-of-command.
- ii. A formal grievance must be filed in writing with ten (10) calendar days following the act or omission giving rise to the grievance.

B. Notification and Scheduling

- i. Employees will receive a written response from the office of the Sheriff within 14 working days.
- ii. If the response is acceptable to the employee, the grievance will be considered settled.
- iii. If the response is not acceptable to the grievant or if no response is filed within the prescribed time period, the grievant may then file a request for an appeal.

C. Whistleblower Protection and Procedures

- i. Employees are required to report immediately any evidence of another employee's wrongdoing to their supervisor.
- ii. Employees are subject to termination for any activity that interferes with or hinders the investigation of another employee's criminal misconduct.
- iii. Employees are not subject to retaliatory disciplinary action for reporting under this rule. However, employees are subject to discipline for making frivolous reports.

II. **Discipline Appeal**

- A. If the imposed discipline results in an action above a written reprimand, the employee may file appeal for review.

- i. Verbal and written reprimands are not eligible for appeal.
- ii. Termination of part-time employees in non-benefit positions and probationary employees are no eligible for appeal.

B. Filing

- i. A formal appeal must be filed in writing within ten (10) calendar days following the disciplinary action.
- ii. A formal appeal should include a statement on official letterhead as to why the disciplinary action should be reviewed.
- iii. Within five (5) calendar days from the filing of the statement of appeal, a written decision shall be issued by the Sheriff.
- iv. Other than issues of termination, suspension in excess of ten (10) days and demotion, all matters shall be resolved by the Sheriff, and his decision shall be final.

C. Hearing

- i. If the grievant is not satisfied with the disposition of his/her complaint by the Sheriff, then within five (5) calendar days from his/her receipt of such decision, the grievant may appeal and request a hearing with a mediation board.
- ii. Within twenty (20) calendar days the mediation board will conduct a hearing, giving due notice and hear testimony from witnesses to all sides of the issue and review acceptable documentation or related allegations, and will compile a grievance record.
- iii. All proceedings and testimony will be recorded. Upon completion of the hearing, the mediation board shall arrive at a decision within ten (10) calendar days and issue their opinion, in writing, to the Sheriff.

D. Representation

- i. At each step of the appeal procedure, the grievant may appear alone or with counsel. The grievant shall pay all costs for counsel. The grievant shall bear all expenses of processing the grievance. A record of the hearing may be kept but the cost of any such transcripts will be borne by the party requesting the recordkeeping.

E. Mediation Board

- i. The mediation board shall consist of three persons employed by Albany County, and/or other law enforcement agencies.

III. Disciplinary Records

- A. All disciplinary records shall be in written form and retained in the employee's personnel file.
- B. A copy of the document shall be provided to the employee
- C. Employees desiring to review their personnel file shall contact the Undersheriff to make an appointment for review.
 - i. This review shall take place as soon as practical.

- ii. Employees will be monitored while reviewing their personnel file. They may make copies of any information contained therein.
 - iii. Original documents may not be taken from any employees personnel file.
- D. Documentation of any disciplinary actions resulting in written reprimand and above will be placed in the employee's personnel file.
- E. After 1 year the employee may submit a written request to the Sheriff for consideration of removal of disciplinary actions regarding written reprimands.
 - i. If the request is approved, the disciplinary record will be removed from the employee's file and destroyed by shredding.

By Order of the Sheriff,

ORIGINAL SIGNED

11/27/2012

David S. O'Malley

**ALBANY COUNTY SHERIFF'S OFFICE
OPERATIONS POLICY MANUAL**

Organization Authority

POLICY # 106

NUMBER OF PAGES: 18

SECTION 100 Administration Organization

EFFECTIVE: 11/30/12

I. Organizational Authority

A. General Responsibilities

- i. Within the jurisdiction, sworn deputies shall always take appropriate action to:
 - a) Protect life and property;
 - b) Preserve the peace;
 - c) Prevent crime;
 - d) Detect and arrest violators of the law; and
 - e) Enforce all state and local laws.

B. Duty Responsibilities

- i. Sworn deputies are always subject to duty, although they may periodically be relieved of its routine performance. They shall always respond to the lawful orders of superior officers and other proper authorities, as well as calls for law enforcement assistance from citizens. Proper enforcement action must be taken whenever required. All deputies are accountable for their use of delegated authority. Even when assigned special duty, deputies are expected to exercise their authority as necessary.

C. Discharge of Duties

- i. All deputies and employees of the Albany County Sheriff's Office shall discharge their duties with calmness and firmness in a professional manner. They shall assist and protect each other in the maintenance of peace and order and in the performance of all of their duties.
- ii. Deputies and employees of the Albany County Sheriff's Office who may have questions concerning the performance of their duties shall direct such questions to their immediate supervisor.

D. Command Responsibility

- i. A commanding officer has responsibility and accountability for every aspect of their command. Within policy guidelines and legal constraints, the commander has the authority to coordinate and direct assigned personnel and other allocated resources to achieve organizational objectives. The commander must perform the full range of administrative functions, relying upon policy, direction, training, and personal initiative to achieve the highest level of performance possible.
- ii. Upon a change of command, the commanding officer being replaced has a duty to lend their full assistance in making the command transition as smooth and orderly as possible. Orientation of a new commanding officer should include; information concerns unique to problems of the command and assistance in continuing community and professional contacts relative to the command.

E. Chain of Command

- i. Organizationally, the numbers of persons who report to the Sheriff are limited. To ensure unity of command, clearly defined lines of authority must be drawn so that there is a formal, structural relationship between each employee and the Sheriff. Each employee must be aware of their relative position in the organization. This includes understanding to whom they report and likewise, who reports to them. Employees should strive always to operate within the chain of command and to keep their supervisors informed as to their activities. As depicted in the office's Organization Chart, each employee is accountable to only one supervisor at any given time, unless of course a situation arises dictating otherwise.
 - a) Authority of the Sheriff
 - 1) The Sheriff is the chief administrator and executive officer for the Albany County Sheriff's Office and upon him rests final responsibility for determining office policies and procedures, together with full responsibility for the complete discharge of all duties imposed upon him by law.
 - 2) As chief executive officer, the Sheriff must officially sanction and approve changes in office organization before the changes can be put into effect.

- 3) As chief executive officer, the Sheriff is solely responsible for hiring or discharging personnel.
- 4) The Sheriff is responsible for the official acts of all employees within the office and shall have the greatest flexibility provided by law to effect change, upgrade skills, direct actions, and discipline employees to ensure the highest standards of performance.
- 5) No law enforcement authority in Alban County shall supersede the authority of the Sheriff.

b) Authority of the Undersheriff

- 1) The Undersheriff, appointed by the Sheriff under authority of 18-3-602 W.S., 1977 republished Edition, is subordinate only to the Sheriff in the Albany County Sheriff's Office.
- 2) The Undersheriff advises the Sheriff on affairs of the office, while directly supervising upper command level personnel in the Patrol, Detention, and Administrative units.
- 3) During the Sheriff's temporary absence from duty, the Undersheriff automatically assumes all duties and responsibilities of the Sheriff, including the responsibility of making administrative decisions and otherwise conducting the affairs as the Chief Executive Officer of the office.
- 4) The Undersheriff shall perform specific administrative and executive duties as may be assigned by the Sheriff. \ensuring employee compliance with the Albany County Sheriff's Office policies, procedures, and regulations.
- 5) Assist in the preparation and monitor the office budget.

c) Authority of the Investigations Corporal

- 1) The Investigations Corporal shall supervise the Detective Unit.

- 2) The Investigations Corporal shall be responsible for all major crime investigations and only the authority of the Sheriff, Undersheriff, and Operations Lieutenant shall supersede that of the Investigations Corporal at the scene of any criminal investigation.

d) Authority of the Lieutenant

- 1) Lieutenants are directly responsible for the supervision and operation of the unit to which they are assigned, including the morale and orderly conduct of those deputies assigned to them.
- 2) Lieutenants are responsible for reporting to the Undersheriff, who is responsible for reporting to the Sheriff.
- 3) Lieutenants are responsible for enforcing all rules and regulations of the office, standing operating procedures, and day-to-day special instructions.
- 4) Lieutenants are responsible for extra administrative assignment, as assigned.
- 5) During the temporary absence of the Sheriff and Undersheriff from duty, the Lieutenant, as designated by the Sheriff, shall have the responsibility of making administrative decisions and otherwise conducting the affairs as the Chief Executive Officer of the office.

e) Authority of the Sergeant

- 1) In the absence of the unit Lieutenant, the Sergeant is responsible for the supervision and operation of the unit or shift to which he is assigned, including the morale and orderly conduct of all deputies assigned to the shift.
- 2) The Sergeant is responsible for reporting to the unit lieutenant, and in the absence of the lieutenant is responsible for reporting to the Undersheriff.

- 3) The Sergeant, in the absence of the unit lieutenant, is responsible for enforcing rules and regulations of the office, standing operating procedures, and day-to-day special instructions.
- 4) The unit lieutenant may assign the Sergeant supervisory duties, which may be in addition to duties assigned by the absence of the unit lieutenant.

f) Authority of the Corporal

- 1) In the absence of the Sergeant, a Corporal is responsible for the supervision and operations of the unit that he/she is assigned, including the morale and orderly conduct of personnel assigned to the shift.
- 2) The Corporal is responsible for reporting to the Sergeant, and in the absence of the Sergeant is responsible for reporting to the unit Lieutenant.
- 3) The Corporal may be assigned supervisory duties by the unit lieutenant, which may be in addition to duties assigned by the absence of the unit Sergeant.

F. Open Door Policy

- i. The Sheriff maintains an open door policy. Command staff and supervisors are available to any employee of the Albany County Sheriff's Office at any time. Any duty related issues should first be addressed through the chain of command, when possible.

G. Assignment of Rank

- i. The number of ranking positions in the Albany County Sheriff's Office will be as specified and required by the organizational structure. Ranked positions are defined as those positions above the rank of deputy and will include the positions of Corporal, Sergeant, Lieutenant, and Undersheriff. The Sheriff in accordance with recommendations will make appointments of individuals to these positions from the Albany County Sheriff's Office's promotional practices. All promotions and/or demotions are at the sole discretion of the Sheriff.

H. Flexibility of Organization

- i. The ability of the Albany County Sheriff's Office to make organizational adjustments to meet changing needs is essential. To ensure stability and continuity, the basic structure of the Albany County Sheriff's Office shall not be changed without a demonstrated need, and only upon approval of the Sheriff.

I. Organization

- i. Any organization, including a law enforcement office, cannot function without an organizational structure that assigns responsibilities and functions to specific individuals or groups of individuals. Each person employed by the Albany county Sheriff's Office is responsible and accountable for assigned functions and tasks. The function of an employee holding supervisory responsibilities is to see that persons under his/her supervision are performing their tasks.

J. Albany County Sheriff's Office Structure

i. Executive

a) Creation of the Office

- 1) The creation of the office of Sheriff, its authority, duties, liabilities, and responsibilities are set out in Title 18 of the Wyoming Statutes. The Sheriff is an officer of the court and his principle duties are in aide of the criminal courts and civil courts of record, such as serving process summoning juries, executing judgments', holding judicial sales, and for conserving the peace within Albany County.

b) Statutory Responsibilities of the Sheriff

- 1) It is held that the Sheriff possesses authority as necessary to carry out the express statutory responsibility.
- 2) Section 18-3-602 W.S. provides: "Each county sheriff and deputy shall keep and preserve the peace in their respective counties and quiet and suppress all affrays, riots, unlawful assemblies and insurrections. Each sheriff, deputy sheriff, or coroner may call to their aid any person to assist them in performing these duties or for the service of process in civil and criminal cases or for the apprehension or securing of any person for felony or breach of the peace."

- 3) The duties of the Sheriff are, in large measure, the same as imposed upon police officers. The Sheriff must necessarily exercise police powers and must enforce the laws enacted for the protection of lives, persons, property, health, and morals of the people. The Sheriff is under legal duty to investigate crimes and to suppress them. In a proper criminal investigation, the Sheriff is under legal duty to arrest and prosecute persons who violate the law within the scope of the Wyoming Statutes and Constitution of the United States.
- 4) The Sheriff has an affirmative obligation to enforce the State's law regardless of whether violations are committed within the corporate limits of any city or town within Albany County. The primary law enforcement responsibility within the county, both at common law and by virtue of Wyoming's statutory enforcement scheme, falls on the shoulders of the Sheriff.
- 5) The Sheriff may leave local law enforcement in local hands only as long as reasonable efforts are made by the municipal police to enforce the law. The Sheriff may assume that a municipal police department will perform its duty in the absence of information to the contrary.
- 6) Where it is the duty of both the municipal police and the Sheriff to maintain the peace, as it is in Wyoming, the Sheriff cannot justify his failure to perform his duty on the grounds that it was the duty of the city or town police.

c) Authority of the Sheriff to Appoint Sworn Personnel

- 1) The Office of the Undersheriff, created by Section 18-3-602, is filled through appointment by the Sheriff, the Undersheriff is authorized to serve as County Sheriff, if, for any reason, the Office is vacated.
- 2) Statutory authority of the Sheriff to appoint full-time sworn personnel is found under Section 18-3-603, B.S., 1977
Republished Edition: With the consent of the Board of County commissioners each county sheriff may appoint one or more full-time deputies who may receive an annual salary fixed by the Board of County Commissioners at not less than twenty percent (20%) of the sheriff's salary.

- 3) The sheriff may also appoint other assistants as necessary to properly administer the affairs of the office. All sworn personnel are authorized to perform their duties within the scope of their authority, under the authority of and in behalf of the Sheriff of Albany County.
 - 4) No sworn deputy sheriff of the Albany County Sheriff's Office shall perform any act or deed under color of the Albany county Sheriff which is outside the scope of his authority. No sworn officer shall bring discredit upon the Office of the Albany County Sheriff in the performance of his duties.
- d) The Albany County Sheriff's Office is organized into four units: Patrol, Detentions, Criminal Investigations, and Support Services Unit. Each unit performs separate and distinct activities which are interrelated. A description of the Albany County Sheriff's Office's rank structure and employees' work responsibilities follows.

ii. Patrol

- a) The Patrol shall be commanded by an Albany County Sheriff's Officer with the rank of Lieutenant. The number of shift supervisors per shift shall be based on workload demands. When two ranking deputies are on duty, the highest ranking deputy shall be responsible for deciding who supervises the patrol activities.

Duties and responsibilities of personnel are as follows:

- b) Patrol Commander is directly responsible to the Sheriff and Undersheriff for the following:
- 1) Providing overall supervision for all Albany County Sheriff's Deputies and employees under their command, subject to a higher authority;
 - 2) Ensuring employee compliance with the Albany County Sheriff's Office's policies, procedures, and regulations;
 - 3) Ensuring employee compliance with the Albany County Sheriff's Office's personnel management system;

- 4) Evaluating the productivity and performance of employees;
 - 5) Maintaining records;
 - 6) Monitoring the budget for Patrol Operations;
 - 7) Keeping the unit personnel updated on changes on both the law and operational policies and procedures;
 - 8) Scheduling employees' training;
 - i. Making recommendations to the sheriff on the status of vehicles (maintenance), communications equipment, and manpower assigned to the unit; and
 - ii. Coordinating with the Criminal Investigation Unit Commander for manpower allocations for special operations.
- c) Shift Supervisor – Provide direct supervision to his/her subordinates. The supervisor is accountable for the work performance of his/her subordinates and is responsible to the Patrol Unit Commander for the following tasks:
- 1) Informing the Patrol Unit Commander of any changes in the status of his/her shift including:
 - i. Absences (authorized and unauthorized);
 - ii. Inquiries/accidents involving shift personnel;
 - iii. Equipment malfunctions/repairs needed; and
 - iv. Any incident which potentially could bring adverse public reaction or discredit to the Albany County Sheriff's Office.
 - 2) Monitoring statistics and directing selective enforcement at targeted crime and traffic – areas as applicable;
 - i. Making shift assignments;

- ii. Conducting roll call as follows:
 - 1. Conduct inspection of personnel;
 - 2. Brief shift on current information affecting operations; including equipment.
 - 3. Assign patrol zones; and
- iii. Supervise vehicle check before departure.
- iv. Acting as primary back-up to his/her patrol shift.
- v. Maintaining information on the whereabouts of patrol deputies;
- vi. Taking and completing assignments when patrol deputies are engaged in other activities;
- vii. Advising and assisting patrol deputies in all phases of law enforcement;
- viii. Serving as the exclusive authority on their shift for “calling out” the Patrol Unit Commander and/or Investigative personnel in emergency situations; who in turn will notify their chain of command.
- ix. Reviewing all reports generated by the shift for accuracy, completeness, and conformity to reporting procedures;
- x. Evaluating shift and employee productivity;
- xi. Briefing the in-coming shift supervisor on shift activity and the status of equipment;
- xii. Keeping shift personnel updated on the changes in law and in operational policies.

d) Patrol Deputy – Works directly under the supervision of the shift supervisor. A patrol deputy is responsible for carrying out all lawful orders of their supervisor in a timely, accurate, and thorough manner. A patrol deputy is charged with the following tasks:

- 1) Responding to and handling calls for service;
- 2) Conducting preliminary and/or full investigations of crimes, offenses, incidents, and unusual conditions;
- 3) Directing traffic and enforcing state criminal statutes and local ordinances;
- 4) Providing emergency services; and
- 5) Conducting preventive patrol. This includes making person and property inquiries and inspections focused on preventing crimes and accidents, maintaining public order, and discovering hazards; and promptly preparing thorough, complete and accurate reports of all occurrences and incidents.

iii. Detentions

a) The Detentions shall be commanded by an Albany County Sheriff's Officer with the rank of Lieutenant. The number of shift supervisors per shift shall be based on workload demands. When two ranking deputies are on duty, the highest ranking deputy shall be responsible for deciding who supervises detention center activities.

Duties and responsibilities of personnel are as follows:

- b) Detentions Commander is directly responsible to the Sheriff and Undersheriff for the following:
- 1) Providing overall supervision for all Albany County Sheriff's Deputies and employees under their command, subject to a higher authority;
 - 2) Ensuring employee compliance with the Albany County Sheriff's Office's policies, procedures, and regulations;

- 3) Ensuring employee compliance with the Albany County Sheriff's Office's personnel management system;
 - 4) Evaluating the productivity and performance of employees;
 - 5) Maintaining records;
 - 6) Preparing and monitoring the budget;
 - 7) Keeping the unit personnel updated on changes on both the law and operational policies and procedures;
 - 8) Scheduling employees' training;
 - 9) Making recommendations to the Sheriff on the overall status of the detention center, equipment, and manpower assigned to the Unit; and
 - 10) Coordinating with the Patrol Unit Commander for manpower allocations for special operations.
- c) Shift Supervisor – provide direct supervision to their subordinates. The supervisor is accountable for the work performance of their subordinates and is responsible to the Detention Unit Commander for the following tasks:
- 1) All procedures outlined in the Albany County Detention Center's Procedures manual:
 - 2) Informing the detention Unit Commander of any changes in the status of the shift including
 - i. Absences (authorized and unauthorized);
 - ii. Injuries/accidents involving shift personnel;
 - iii. Injuries/accidents/illnesses involving inmates;
 - iv. Equipment malfunctions/repairs needed; and

- v. Any incident which potentially could bring adverse public reaction or discredit to the Albany County Sheriff's Office.
- vi. Monitoring the overall status of the detention center directing selective activities for the proper care and custody of inmates.
- vii. Making shift assignments;
- viii. Conducting roll call as follows;
- ix. Conduct inspection of personnel;
- x. Brief shift on current information affecting operations and security of the detention center;
- xi. Supervise and arrange prisoner transports.
- xii. Acting as primary back-up to detention deputies;
- xiii. Maintaining information on the locations and status of inmates
- xiv. Taking and completing assignments when Detentions deputies are engaged in other activities;
- xv. Advising and assisting Detentions deputies in all phases of care and custody of inmates;
- xvi. Serving as the exclusive authority on their shift for "calling out" additional personnel when needed;
- xvii. Reviewing all reports generated by the shift for accuracy, completeness, and conformity to reporting procedures;

xviii. Evaluating shift and employee productivity;

xix. Briefing the in-coming shift supervisor on shift activity;
and

xx. Keeping shift personnel updated on the changes in law
and in operational policies.

d) Detentions Deputy – Works directly under the supervision of the shift supervisor. A Detentions deputy is responsible for carrying out all lawful orders of their supervisor in a timely, accurate, and thorough manner. A Detentions deputy is charged with the following tasks:

- 1) All Procedures outlined in the Albany County Detention center's Procedures manual;
- 2) Conducting preliminary and/or full investigations of crimes, offenses, incidents, and unusual conditions;
- 3) Enforcing federal and state criminal statutes;
- 4) Providing emergency services; and
- 5) Maintaining the proper care and custody of inmates incarcerated in the detention center; and
- 6) Promptly preparing thorough, complete, and accurate reports of all occurrences and incidents.

iv. Criminal Investigation

a) The Criminal Investigation Unit shall be command by an Albany County Sheriff's Deputy with the rank of Corporal. The number of investigators shall be based on workload demands. The Unit Commander will assume responsibility for direct employee supervision.

Duties and responsibilities of personnel are as follows:

b) Investigations Commander – Responsibilities

- 1) Providing overall supervision for all Albany County Sheriff's Deputies and employees under his/her command, subject to a higher authority;
- 2) Ensuring employee compliance with the Albany County Sheriff's Office's policies, procedures, and regulations;
- 3) Ensuring employee compliance with the Albany County Sheriff's Office's personnel management system;
- 4) Evaluating the Unit's productivity and employee performance;
- 5) Maintaining Unit records;
- 6) Preparing and monitoring the Unit's budget;
- 7) Organizing, evaluating, and making case assignments;
- 8) Keeping Unit personnel updated on changes in law and operational policies;
- 9) Assigning and supervising investigators' caseload;
- 10) Reviewing all reports generated by his or her shift for accuracy, completeness, and conformity to reporting procedures;
- 11) Making recommendations to the Sheriff on the status of the equipment and manpower assigned to the Unit.

c) Investigations – Duties

- 1) Coordinating crime scene activity;
- 2) Collecting evidence and maintaining the chain of custody;
- 3) Conducting preliminary investigations, interviews, inquiries;

- 4) Follow-up activities such as arrests, reports, and preparation for court.
- 5) Keeping apprised on unsolved cases and persons sought;
- 6) Conducting investigations into criminal activity within the jurisdiction;
- 7) Locating/interviewing/interrogating victims, suspects, and witnesses;
- 8) Making arrests for violation of laws or ordinances (either on-scene apprehension or by warrant);
- 9) Maintaining records of investigations and preparing detailed offense and case reports;
- 10) Assisting prosecuting attorneys in preparing cases for court; and
- 11) Cooperating with local, state, and federal law enforcement officials in investigating criminal offenses.

v. Support Services Unit

- a) The Support Services Unit shall be supervised by the Undersheriff. Support Services Unit includes both sworn and civilian personnel.

Functions of the Support Services Unit Include:

- 1) Civil Process –
- 2) Records- Master Case Files are maintained by this unit. The monthly Uniform Crime Report to the FBI is generated here. Further, this unit handles the physical security and records of all property under custody of the Albany County Sheriff's Office.
- 3) Equipment Maintenance – All requests for repairs of vehicles, radios, and other equipment are coordinated by Support Service Unit personnel.

- 4) Sex Offender Registration – This section schedules and coordinates the activities of part-time personnel assigned to school crossings.
- 5) Evidence- The activities included with this function include: developing long-range plans, goals and objectives that include: anticipated workload and population trends, anticipated personnel levels and anticipated capital improvements and equipment needs; analyzing crime; providing technical assistance to other units within the Albany County Sheriff's Office; conducting special studies; analyzing proposed legislation; developing and suggesting plans for improving law enforcement services; reviewing and evaluating the Albany County sheriff's Office's operations; performing a central role in preparation of the Albany County Sheriff's Office's budget; identifying potential sources of grants and preparing proposals; and disseminating appropriate finding to the Sheriff and other Albany County Sheriff's Office personnel.

Duties and Responsibilities – The Commander of the Support Services

Unit is directly responsible to the Sheriff for the following:

1. Providing overall supervision for all Albany county Sheriff's Deputies and employees under his/her command, subject to a higher authority;
2. Ensuring compliance of his/her employees with the Albany County Sheriff's Office's policies, procedures, and regulations;
3. Ensuring compliance of his/her employees with the Albany County Sheriff's Office's personnel management system;
4. Evaluating the Unit's productivity and employee performance;
5. Maintaining Unit records;
6. Preparing and monitoring the Unit's budget;

7. Making duty assignments;
8. Keeping Unit personnel updated on changes in law and operational policies;
9. Scheduling employee training;
10. Making recommendations to the Sheriff on the status of equipment and manpower; and
11. Performing the activities associated with research/planning and crime analysis functions.

3. Organization Chart

- a. See Attached Chart

By Order of the Sheriff,

ORIGINAL SIGNED

David S. O'Malley

11/14/2012

ALBANY COUNTY SHERIFF'S OFFICE OPERATIONS POLICY MANUAL



SECTION 200 Personnel

**ALBANY COUNTY SHERIFF'S OFFICE
OPERATIONS POLICY MANUAL**

Code of Conduct

POLICY # 201

NUMBER OF PAGES: 13

SECTION 200 Personnel

EFFECTIVE: 11/30/12

Policy

The code of Conduct provides a guideline for sheriff's Office employees.

Definitions

Employee - Any commissioned or non-commissioned member of the Albany County Sheriff's Office who serves in any capacity under the color of the Sheriff's authority, whether paid or volunteer.

Gratuity - a free or reduced priced service, or item given to or accepted by an identified employee of the sheriff's office, for the purpose of influencing or gaining additional presence, or service from the employee or other members of the Sheriff's office.

Procedure

I. Rules

- A. Each employee shall obey all laws of the United States of America, of the State of Wyoming, and applicable local ordinances.
- B. Each employee of the Sheriff's office shall be familiar with and obey all rules, regulations, and lawful orders, and directives issued by the sheriff's office, or division within the Sheriff's office, or by a supervisor.
 - i. An employee shall not commit or omit any acts that violate any rule, regulation lawful order, or directive; nor shall an employee aid or abet another to do so.
- C. Each employee shall faithfully and properly perform all duties, and shall not engage in any unlawful job action for the purpose of inducing, influencing or coercing a change in conditions, compensation, rights, privileges, or obligations of employment.
- D. Sheriff's office employees treat the information they receive as a result of their employment or association with the Sheriff's office with confidentiality and take appropriate steps to ensure that information, individual identities and planed are not imparted to anyone that is not authorized to receive it.

- i. Only authorized employees communicate with the media about Sheriff's office business.

II. General Conduct

A. Abuse of Position

- i. Employees shall not abuse their power and public trust and are prohibited from using their credential, badge, identification, or position in any unauthorized manner or to garner personal gain.
- ii. Employees shall not allow the use of their name, photograph, or official title, which identifies them as employees as the Sheriff's office to endorse or advertise any product or services, unless authorized by the sheriff.
- iii. Employees shall not use their employment with the Sheriff's office for the purpose of soliciting, selling, or purchasing any product or service, without the permission of the sheriff.
- iv. Employees shall not use their employment with the sheriff's office to avoid the consequences of illegal acts, or to obtain privileges not available to the general public except in the performance of duty.
- v. Employees shall no, without the authority of their supervisor, use the Sheriff's office as a mailing address for receiving personal mail, or as a home "address".

B. Intimidating or Threatening Behavior

- i. Employees shall not maliciously threaten or unlawfully assault any person.

C. Gifts, Gratuities, or Bribes

- i. Employees shall not use their status in the Sheriff's Office to solicit or accept a gratuity.
- ii. Gratuities shall be refused or returned to the donor with an explanation of the gratuity policy.

- iii. Any attempt by an individual to bribe, intimidate or induce an employee to either perform, or refrain from performing, any act that is part of an employee's job function, shall be reported in writing to the duty supervisor.
 - 1. Deputies with arrest powers are expected to take appropriate action when probable cause exists that the person(s) attempting any of the above, committed a crime.
- iv. An employee may, at the direction of supervisors or assigned investigators, accept an item or service of value in order to obtain evidence of a criminal act.

D. Bounties and Fees

- i. In the event an employee is offered or is eligible to receive a reward, bounty or performance fee, the employee's Division Commander shall make the determination as to the legality of accepting the reward, bounty, or fee in consultation with the Sheriff and The County Attorney's office.

E. Public statements and Appearances

- i. Employees shall not publicly criticize or ridicule the Sheriff, the Office, its policies or other employees where such statements are defamatory, obscene, or unlawful.
- ii. Employees shall not represent the Sheriff's Office publicly without the permission of the Sheriff.

F. Identification

- i. Employees shall have a Sheriff's Office issued identification (I.D. card, commission card and badge), and it shall be used to identify the employee's authority when necessary or required.
- ii. Employees shall not lend their badge or I.D. card to anyone, nor borrow the badge or I.D. card of another, without permission of the Sheriff.
- iii. All employees shall honor requests for identification, except those employees assigned to undercover duties, by presentation of badge, commission card, I.D. card or the giving of a Sheriff's Office business card.

G. Recognition of Plainclothes Commissioned Personnel

- i. Unless first addressed, employees shall not indicate, in public, the recognition of a commissioned employee working in plainclothes or undercover capacity.

H. Residence Telephone and Address

- i. Employees shall provide the Sheriff's Office with the address and the telephone number of their current residence, and advise their immediate supervisor and the administrative staff of any change within twenty-four hours of the move or change.
- ii. Employees shall have a telephone at their place of residence to facilitate notification in any emergency.
- iii. Employees shall not divulge the home address or telephone number of other employees to anyone outside the Sheriff's Office without the permission of the affected employee.

I. Compensation for Damages Sustained on Duty

- i. Employees shall not seek or accept from any person or organization, money or other compensation for injury, illness or damaged personal property, sustained in the line of duty, without prior approval from the Sheriff.

J. Possession and Use of Controlled Substances

- i. Employees shall not unlawfully possess or use any controlled substance.
- ii. Employees prescribed any medication shall immediately notify their supervisor.

K. Use of Alcohol Off Duty

- i. Employees, while off duty, shall refrain from consuming alcoholic beverages to the extent that the consumption results in behavior which tends to discredit the Sheriff's Office or renders them unfit to report for the next tour of duty.
- ii. Employees, while off duty, shall refrain from consuming alcoholic beverages 8 hours prior to their next tour of duty.
- iii. Employees shall not publicly consume alcoholic beverages wearing any apparel identifying them as a Sheriff's employee.
- iv. Officers shall not wear any type of firearm while consuming alcoholic beverages.

- v. Employees will not enter the detention center or Sheriff's office while intoxicated

L. Exercise of Authority While on Suspension or Disciplinary Leave

- i. Employees on administrative leave pending an internal investigation or on disciplinary suspension shall not wear the Sheriff's Office uniform, carry the Sheriff's Office badge or I.D. card, carry a concealed weapon or exercise the powers of a peace officer, until authorized by the Sheriff.

M. Truthfulness

- i. Employees shall not knowingly depart from the truth in any investigation, testimony, or conversation with a supervisor.

N. Affiliations

- i. Employees shall not belong to, or be affiliated with any person or group that advocates insurrection, treason, anarchy, or the overthrow of the Government, through unconstitutional means, or purports superiority of one race over another.

III. On duty Conduct

A. While on duty

- i. Sheriff's Office employees shall conduct himself or herself in such a manner as to reflect favorably on the Sheriff's Office. Equipment, performance, and public appearance shall always be such as to foster high esteem and comply with the standards established by the Sheriff's Office.

B. Reporting for Duty

- i. Employees shall report for duty at the time and place required by the assignment, schedule or orders, including judicial subpoenas, notice of hearings, and off duty law enforcement related employment. An employee shall be physically and mentally fit to perform all duties.
- ii. Employees shall be properly equipped and cognizant of information required for the performance of duty.

C. Neglect and/or Dereliction of Duty

- i. Employees shall not engage in any activities or personal business that would cause neglect or inattention to duty. This includes recreational reading, game playing, watching television or movies, accessing computer software or Internet based web sites, or otherwise engaging in personal entertainment. Neglect also involves the abuse of meal and break periods and failing to efficiently perform job tasks. Excessive cell phone use for personal reasons not related to duty is prohibited.
- ii. Employees shall remain awake on duty unless given permission by their supervisor to sleep. If an employee has difficulty staying awake the employee is responsible for making their supervisor aware of the problem. The supervisor has the authority to relieve the employee of duty if deemed necessary.
- iii. Employees shall not leave an assigned post during a tour of duty, except when authorized by a supervisor.
- iv. Employees shall not abuse the privilege of using Sheriff's Office communications equipment, including telephones, cell phones, computers, mobile data computers or similar devices by unreasonably using these devices for personal use. This usage may include, but is not limited to, sending or receiving personal text messages, emails, messages, photographs or videos, or for personal calls or unauthorized long distance calls.
- v. Employees are not to identify their employment or association with the Sheriff's Office in any media format, to include any Internet based site, (e.g. MySpace.com, YouTube.com, etc.) in a manner that could damage the employee's professional status or could be used to impeach or adversely affect the credibility of any person testifying in any court proceeding or that reflects negatively upon the Sheriff's Office.

D. Performance

- i. Employees shall maintain sufficient competency to properly perform the duties and assume the responsibilities of the employee's position. Each employee shall perform their duties in a manner that will maintain the highest standards of efficiency and effectiveness while carrying out the functions and objectives of the Sheriff's Office.
- ii. Employees shall not willfully, or through cowardice, negligence or insubordination, fail to perform the duties and responsibilities of their rank and position.
- iii. Employees shall not interfere with the Sheriff's Office operations.

E. Physical Appearance and Fitness for Duty

- i. Employees shall maintain themselves at a level of physical fitness and conditioning to adequately perform the official duties and responsibilities.
 - a) For commissioned personnel, this may require running, jumping, crawling, and using physical strength and endurance.
- ii. Employee's personal appearance and uniform or dress shall be in conformance with the Sheriff's Office and divisional standards.

F. Providing Assistance

- i. Employees shall render assistance to any individual who may be in danger or distress, or otherwise in need of law enforcement assistance.
- ii. When any individual requests assistance or advice, or reports an incident, all pertinent information shall be obtained in a courteous and professional manner, and shall be properly acted upon in conformance with the Sheriff's Office and Division policies. Failure to do so may be considered a dereliction of duty.

G. Impartiality

- i. Employees shall perform their duties with impartiality and without bias towards any person regardless of the person's gender, age, ethnicity, color, religion, creed, sexual orientation, national origin, or disability.

H. Relationship with the Public

- i. Employees shall be courteous to the public, being tactful and restrained in the performance of assigned duties. An employee shall never express any prejudice concerning race, gender, religion, creed, national origin, color, sexual orientation, disability, or other personal characteristics.
- ii. Employees shall exercise patience and discretion, and shall control their temper and not engage in argumentative discussion or malicious physical retaliation, even in the face of extreme provocation.
- iii. Employees shall courteously and promptly record, or report to higher authority, any complaint made by a citizen regarding the employee, another employee, or action of the Sheriff's Office.

- a) Complaints will be handled pursuant to the Sheriff's Office Policy.

I. Sheriff's Office Records and Reports

- i. Employees shall submit all necessary reports by the end of the shift or by the deadline authorized by the supervisor. Reports submitted by an employee shall be truthful and complete.
- ii. Employees shall maintain confidentiality standards, and shall not misuse information in confidential data banks, including but not limited to: NCIC, WCIC, DMV, Accurint, etc.

J. County Funds

- i. Employees who receive or disperse county monies shall do so honestly, and shall be accountable for the same.
- ii. Employees shall not incur financial liabilities against the Sheriff's Office or the County except as authorized by their duties or the appropriate supervisor.

K. Illness or Injury Reports

- i. When possible, employees shall personally report their absence due to illness or injury prior to the start of their scheduled shift. Employees report their absence to their immediate supervisor or designee, and may be asked to supply the supervisor or designee with a telephone number where the employee can be reached.
- ii. Employees shall not feign illness or injury, falsely report themselves ill or injured, or otherwise deceive, or attempt to deceive any employee of the Sheriff's Office as to the condition of their health.

L. Processing found and evidentiary Property

- i. Property or evidence which has been found, gathered or received in connection with the Sheriff's Office responsibilities shall be handled in accordance with the Sheriff's Office and Division procedures.
- ii. Employees shall not transfer to their own or another's use, tamper with, or withhold any property, except through lawful court order, or established policies and procedures.

M. Use of Alcohol or Drugs While on Duty

- i. Employees shall not consume intoxicating beverages while on duty, except in the performance of duty, and while acting under proper and specific orders from a supervisor. At no time shall an employee become intoxicated beyond current levels as noted in State Law, without direct approval of the Sheriff.
 - a) Illegal drugs shall not be used at any time.
- ii. The use of any prescribed controlled substance, which may affect an employee's ability to perform the assigned job, must be immediately reported to the employee's immediate supervisor.
- iii. Off-duty employees who are not on call and are called to respond to a duty situation, are responsible for self-reporting to the on duty supervisor or requesting supervisor, when they are not able to perform the required duties because, of a illness or other condition.
- iv. An employee reporting for, or performing a duty, who is suspected of using or having used, alcoholic beverages or drugs that may affect performance, may be required to submit to a chemical test to determine the presence of the substance.
 - a) A refusal to submit to a chemical test will be considered a presumption that the employee was under the influence of drugs or alcohol.
 - b) In the testing for alcohol, a breath or blood test shall be used at the discretion of the Sheriff or designee.
 - c) In testing for the presence of drugs, urine, blood, or other medically approved tests shall be used. In all tests, the rule and regulations of the State Board of Health shall be followed.
- v. Chemical tests shall not be done randomly, but will be done only when there is reasonable suspicion to believe that alcohol or illegal drugs were being used or, in the case of an officer being investigated in a use of force situation, to eliminated the possibility that alcohol or drugs were being used.

N. Use of Tobacco

- i. An employee who uses tobacco shall be sensitive to and respect those who may be affected or offended by the employee's use of tobacco.
- ii. Employees shall not use tobacco of any type when in the presence of private citizens, during information taking functions, in private residences, or where the use of tobacco is not conducive to good officer safety practices.

O. Loitering

- i. Employees on duty or in uniform shall not enter liquor establishments, theaters, or other places of amusement except to perform police functions. Off-duty employees shall not interfere or disrupt the activities of on-duty personnel. Employees are not prohibited from eating in restaurants licensed to also serve liquor.

P. Posting Bail

- i. An employee, while in an on-duty status or in uniform, may not furnish bail for any person.

Q. Relationships with Inmates or Arrestees

- i. Employees shall not become romantically or sexually involved with, or engage the services of any person in custody.
- ii. Employees are discouraged from becoming romantically or sexually involved with former inmates or known felons. Employees involved in such a relationship are required to notify their immediate supervisor.
- iii. Employees whose immediate family members are subject to charges or incarceration for criminal violations are required to inform their immediate supervisors.
- iv. Employees shall not mistreat persons who are in their custody.
- v. Employees shall not borrow money or any type of property, or lend money or any property, to any inmate, arrestee, or detainee while that person is Albany County Sheriff's custody.

R. Knowledge of Criminal Activity

- i. Employees shall report to their immediate supervisor any and all criminal activity of Sheriff's Office employees.

IV. Orders

- A. All lawful orders given by supervisors, acting supervisors, or field training officer to those in training shall be followed. In some cases, an employee with seniority may issue orders.

- B. Supervisor Accountability: Supervisors are accountable for the performance of subordinates under their supervision.

C. Unlawful Orders

- i. Employees shall not issue any order that they know, or should know, to be a violation of federal, state, or county law.
- ii. Employees shall not obey any order they know, or should know, to be a violation of federal, state, or county law. If, in good faith, an employee is in doubt as to the legality of an order, a request shall be made to the issuing employee for clarification of the order.

D. Conflicting Orders

- i. An employee that receives any order that conflicts with any Sheriff's Office or divisional policy or procedure must advise the person giving the order that the order is in conflict with current policy. If the employee giving the order insists that the order be followed, the order will be followed.
 - a) The employee issuing the order, and the employee receiving the order, share the responsibility to report the conflict to the next person in the chain of command or their Division Chief.
- ii. If an employee receives an unlawful order the employee will not follow the order and will report the incident to the next person in the chain of command or their Division Commander.

E. Manner of Issuing Orders

- i. Orders shall be issued in a clear and understandable language and only for the purpose of accomplishing Sheriff's Office business.

F. Insubordination

- i. An employee shall promptly obey any lawful order. Failure to do so, subject to other governing regulations, shall be considered insubordination, which is prohibited. Insubordination may include:
 - a) A deliberate refusal to obey a lawful order given by a ranking employee of the Sheriff's Office. This would include orders relayed to an employee from a supervisor via another employee.
 - b) Conduct that impairs the operation of the Sheriff's Office by interfering with the ability of supervisors to maintain discipline.
 - c) Speech or conduct towards a supervisor, which is discourteous, abusive, disloyal, profane, or threatening.
 - d) Conduct, which is designed to undermine confidence in a supervisor, a supervisor's decision, or any Sheriff's Office policy.

V. Abuse of Law Enforcement Powers

- A. A sworn employee is prohibited from abusing law enforcement powers.
- B. An employee shall not make false accusations regarding any federal, state, or local law enforcement agency.
- C. An employee shall not use more force than is necessary to control suspects, arrestees, or any other person.
- D. An employee shall not knowingly make any illegal arrest, search, or seizure.
- E. An employee shall not make promises or arraignments with an arrestee, or between a victim and an arrestee, intended to permit the arrestee to escape prosecution, without the knowledge and approval of their supervisor and the appropriate deputy county attorney.

VI. Patriotic Courtesy

- A. Uniformed employees shall render full military honors to the national colors and to the playing of the National Anthem. Employees wearing Albany County Sheriff's Office uniforms shall salute the national flag during its passing in a marching formation or during a flag raising ceremony.

VII. Disciplinary Action

- A. Disciplinary actions may be taken for specific violations of the Code of Conduct, other violations of the Policy and Procedures Manual, or any other acts detrimental to the good order and discipline of the Sheriff's Office.

By Order of the Sheriff,

ORIGINAL SIGNED

03/07/2017

David S. O'Malley

**ALBANY COUNTY SHERIFF'S OFFICE
OPERATIONS POLICY MANUAL**

Hiring Practices

POLICY # 202

NUMBER OF PAGES: 4

SECTION 200 Personnel

EFFECTIVE: 11/30/12

Purpose

The purpose of this policy is to outline and direct the hiring process and practices for employment as a sworn member of this Albany County Sheriff's Office.

Policy

The policy of the Albany County Sheriff's Office is to hire only those persons qualified for employment in law enforcement. This Albany County Sheriff's Office seeks the highest level of professionalism and integrity by its members and recognizes that this commitment begins with the selection of candidates for Deputy Sheriff. Procedures will adhere to nothing less than the minimum standards currently set by Peace Officers Standards and Training (P.O.S.T.).

Procedure

- A. The department shall provide each applicant with a step-by-step checklist outlining the process by which this Albany County Sheriff's Office selects individuals for employment as a sworn deputy.
- B. The checklist shall include all requirements that must be met prior to consideration for employment by the Albany County Sheriff's Office, i.e. U.S. Citizenship, educational level attained, valid driver's license, completing of the POST written test.
- C. The department shall provide each applicant with a declaration of anti-discrimination with respect to the hiring process. Each applicant must apply in writing using the department prescribed application form.
- D. All questions on the form must be answered completely and truthfully.
- E. Any determination by the Sheriff's Office that an applicant has been deceptive in a response either verbally or in writing during the hiring process shall be immediate grounds for dismissal from the process.
- F. Any determination by the Sheriff's Office that a candidate who has been hired was deceptive during the hiring process shall be grounds for termination from the Albany County Sheriff's Office.

- G. Each applicant must provide documentation of the essential requirements, i.e. driver's license, social security card, high school and college diplomas, DD214, proof of citizenship etc. upon submission of the application.
- H. Each applicant must sign prescribed waivers with respect to prior medical, psychological, credit, education, & criminal history including sealed and juvenile records.
- I. Each applicant must sign an affidavit indicating whether they have ever been the subject of a domestic restraining or protective order or whether they have ever been previously convicted of a domestic violence related offense.
- J. Each applicant who successfully passes the fitness test, at the level prescribed by the Albany County Sheriff's Office, will proceed to the written examination. The fitness levels prescribed by this office are objective fitness standards that are set in conformity with the necessities of carrying out the law enforcement function of an Albany County Sheriff's Deputy and are also the minimal standards of training as set by the Wyoming Law Enforcement Academy (WLEA).
- K. The fitness standards of this Albany County Sheriff's Office are set in conformity with standards prescribed by the Albany County Sheriff's Office in accordance with the bona fide occupational qualifications.
- L. Each applicant who successfully passes the fitness and interview process by the Albany County Sheriff's Office will then proceed to the background examination process. This process shall include:
 - i. Verification of applicant's responses in the written application.
 - ii. Applicant's driving history
 - iii. Criminal History check of applicant including checks in all former states of residency.
 - iv. Survey of law enforcement agencies in locales where applicant has resided or known to frequent. This survey should include a CAD inquiry of the applicant's former residences during the period of the applicant's residency.
 - v. Credit History report.
 - vi. Check of National Database that registers individuals who have been de-certified by a state POST board or its equivalence.

- vii. References listed as well as removed references (background investigator should ask the listed references for the identities of additional persons who know the applicant allowing the investigator to speak to the persons who have knowledge of the applicant by who were not listed by the applicant.
- viii. All former employers, to the extent possible, must be interviewed.
- ix. Un-named persons known to the applicant, such as neighbors, former neighbors, school officials etc. should be sought out and interviewed.
- x. If the applicant has already been through the basic academy for POST certification, interviews of staff members that had direct contact with the applicant may be conducted.
- xi. Following the background investigation, the investigator shall compile a background summary and make a recommendation with respect to the applicant's suitability for employment with the Albany County Sheriff's Office. In cases where the investigator is recommending that the applicant not be considered for employment, the investigator shall provide specific, detailed information as to the reasons supporting the recommendation.
- xii. Following the successful completion of the background investigation each remaining applicant shall undergo an objective interview. Each applicant interviewed shall be asked the same group of specific questions. Follow-up questions for clarification may be asked by the interviewer(s). Additionally, interviewers shall be provided with the applicant's background investigation prior to the interview so that questions relating to the background may be incorporated into the interview process. This process is usually conducted by the Sheriff and the designee.
- xiii. Once all applicants have been interviewed, the interviewer (s) will make recommendation to the Sheriff with respect to which applicants should be considered for employment.
- xiv. The Albany County Sheriff's Office will not consider persons for hire where the background examination or any other portion of the application process puts the Albany County Sheriff's Office on notice that the candidate has a propensity to engage in conduct that could harm a member of the public.
- xv. Conditional offer of employment- Prior to medical and psychological exams, it is necessary under federal law to make a conditional offer of employment to the candidate. A conditional offer essentially holds that if the candidate passes the medical and psychological exam, they will be hired by the Albany County Sheriff's Office.

- xvi. Medical Examination: A licensed medical practitioner who is familiar with the job tasks of a law enforcement Albany County Sheriff's Officer will conduct this exam.
- xvii. The medical examination will include a review of the candidate's medical history of injury/illness that may impact the candidate's ability to meet the job task of a law enforcement Albany County Sheriff's Deputy. This review of medical records is limited to review by the Medical Practitioner, who will determine whether the candidate is medically cleared for a position with this Albany County Sheriff's Office.
- xviii. Psychological Testing- Each applicant who has received a conditional offer of employment shall undergo the prescribed psychological testing to determine his or her suitability for the law enforcement profession.

By Order of the Sheriff,

ORIGINAL SIGNED

11/20/2012

David S. O'Malley

**ALBANY COUNTY SHERIFF'S OFFICE
OPERATIONS POLICY MANUAL**

Employment Practices

POLICY # 203

NUMBER OF PAGES: 2

SECTION 200 Personnel

EFFECTIVE: 11/30/12

Policy

It is the policy of Albany County Sheriff's Office to provide equal employment opportunity for all applicant and employees. The Sheriff's Office does not sanction or tolerate discrimination in any form based on race, color, religion, age, gender, sexual orientation, national origin, ancestry, disability, or veteran status. Recognition of seniority and current employment with the Sheriff's Office may also be considered.

Procedure

I. The Albany County Sheriff's Office Will

- A. Recruit, hire, train, and promote for all job classifications without regard to race, color, religion, age, gender, sexual orientation, national origin, ancestry, veteran status, or disability, as well as to ensure that all compensation, benefits, transfers, layoffs, and training programs will be administered in conformance with the Sheriff's Office policy.
- B. Comply with all applicable laws prohibiting discrimination in employment including Title VII of the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1967, the Equal Employment Opportunity Act of 1972, the Immigration Reform and Control Act of 1986, the Americans with Disabilities Act, as amended.
- C. Provide reasonable accommodation wherever the employee indicates a need for such accommodation, provided that the individual is otherwise qualified to perform the essential functions of the assigned job and the employee's performance of the assigned job duties does not pose a threat to the safety of him/herself or others.
- D. Hold all administrators and supervisors responsible for ensuring that personnel policies, guidelines, practices, procedures, and activities comply with federal and state fair employment practices, statutes, rules, and regulations.

By Order of the Sheriff,

ORIGINAL SIGNED

David S. O'Malley

11/20/2012

**ALBANY COUNTY SHERIFF'S OFFICE
OPERATIONS POLICY MANUAL**

Nepotism

POLICY # 204

NUMBER OF PAGES: 3

SECTION 200 Personnel

EFFECTIVE: 11/30/12

Purpose

In the interest of maintaining impartial employment practices, the Sheriff's Office has established a policy regarding the supervision of relatives within the agency.

Policy

The mission of the Albany County Sheriff's Office required that it seek out and employ the best possible candidates for employment. It recognizes that in certain circumstances the best candidate may be a relative of a current employee.

In the interest of maintaining impartial employment practices, the Sheriff's Office has established a policy regarding the supervision of relatives within the agency.

Under all circumstances, a supervising employee will be excused from any decision regarding a relative's hiring, assignment, assessment, promotion, or discipline.

Procedure

I. Employment of Relative

A. Policy

B. Definitions

- i. **Direct Supervision:** Direct supervision means the day-to-day oversight of an employee's work, assignments, and performance assessment.
- ii. **Relative:** A relative is defined as a spouse, intimate partner, children (including step children), parents (including step parents), grandparents, grandchild, siblings, mother or father-in-law, daughter or son-in-law, aunt or uncle, niece or nephew, great grandparent or great grandchild.

C. General Guidelines:

- i. The sheriff's office permits the hiring and continued employment of immediate relatives of a current employee, with the understanding that under no circumstances may an employee work under direct supervision of a relative.
- ii. The Albany County Sheriff's Office shall discourage nepotism by generally prohibiting:
 - a) Any employee for participating in the hiring of a relative.
 - b) Personnel from working under the supervision of a relative.
 - c) No Person shall be employed, promoted, transferred or reinstated in or to any position where the employee will have authority (or practical power) to:
 - 1) Supervise, appoint, remove, or discipline a relative;
 - 2) Handle confidential material that creates improper or inappropriate access to that material by a relative; or,
 - 3) Audit the work of a relative;

D. Exemptions

- i. This policy is temporarily suspended when extraordinary circumstances create a situation in which the direct supervision of a relative cannot be avoided.
- ii. In all such cases, there will be a review of the circumstances and decisions made that relate to the temporary suspension of this policy to ensure all appropriate options were considered or implemented before allowing the supervision of a relative to occur.
- iii. The Sheriff may, on a case-by-case basis without any precedent setting, approve a formal written request for a temporary exemption from the provisions of this policy. Such exemption is always temporary and may be subject to cancellation by the sheriff without notice, explanation or justification. When a temporary exemption is made the sheriff may require affected employees to sign a letter of understanding at his/her discretion.

E. Change in Circumstances

- i. If, during the course of employment, a supervising employee marries or develops a relationship herein defined as a “relative”, with a subordinate employee where one did not previously exist; the supervising employee has a duty to notify their Division Commander of the change in relationship.
- ii. When this occurs one of the employees will be reassigned in a manner that is in compliance with this policy at the discretion of the Sheriff.
- iii. The reassignment of either or both employees is not considered disciplinary action nor is it intended to be punitive.
- iv. The decisions made regarding an employee’s job assignment are made at the discretion of the affected Division Chief and are not subject to appeal.

By Order of the Sheriff,

ORIGINAL SIGNED

11/20/2012

David S. O’Malley

**ALBANY COUNTY SHERIFF'S OFFICE
OPERATIONS POLICY MANUAL**

Promotional Procedure

POLICY # 205

NUMBER OF PAGES: 2

SECTION 200 Personnel

EFFECTIVE: 11/30/12

Purpose

In order to ensure that the Albany County Sheriff's Office is advancing the mission of the Office at all times, to ensure that the best qualified personnel are being promoted in a manner that is transparent, fair, to all involved, consistent, and in the best interest of the future organizational viability of the Department it is necessary to establish general guidelines that will pertain to all promotions.

I. Promotional Procedures

- A. Promotional in the Albany County Sheriff's Office are based upon merit considering a candidate's knowledge, skills, abilities, record of performance, and compatibility with the organization's management and operational philosophy as demonstrated through a competitive selection process, and actual job performance.
- B. When vacancies exist in supervisory or command positions and a decision to fill the position is made, a written announcement will be posted prior to any promotional process. The announcement will include:
 - i. A description of the position(s) or job classification(s) for which vacancies exist;
 - ii. The method of application;
 - iii. The proposed schedule of dates, times, and locations of all elements of the process;
 - iv. A description of eligibility requirements; and
 - v. A full description of the promotional process to be used in selecting personnel for the vacancies, including the duration of the process, format, length and duration of the exam.
- C. Depending on the circumstances, the Sheriff has the authority and discretion to promote without any competitive promotional procedure.

II. Testing Procedures

- A. A testing process shall be used to include the evaluation of each candidate's oral, written, problem solving, interpersonal, and other related skills. Multiple assessors using clearly defined scoring parameters will be used in all exercises requiring personal interaction. Writing skills and clearly quantifiable performances may be rated by single assessors.
- B. The sheriff or his designee shall coordinate the testing process to ensure the assessments use valid, useful, job related and nondiscriminatory procedures.

III. Probationary Periods

- A. The probationary period is an integral part of the overall process for the promoted employee. It is a period used by the Sheriff and Command Staff to closely observe the performance of the newly promoted employee in his/her new position.
- B. All promoted personnel will serve a probationary period in accordance with the Albany County Sheriff's Office policy.

IV. Use of Eligibility Lists

- A. Eligibility list may be established, at the direction of the Sheriff.
- B. The candidates on the lists will be considered for promotional opportunity by the Sheriff.

By Order of the Sheriff,

ORIGINAL SIGNED

11/20/2012

David S. O'Malley

**ALBANY COUNTY SHERIFF'S OFFICE
OPERATIONS POLICY MANUAL**

Work Period, Timesheets, Leave

POLICY#	206	NUMBER OF PAGES: 6
SECTION	200 Personnel	EFFECTIVE: 06/14/16

Purpose

To provide guidelines to employees on work period, timesheets and leave.

Policy

It is the policy of the Albany County Sheriff's Office to encourage our employees to take earned time off and to accurately reflect work time on timesheets.

Procedure

I. Work Period

- A. The established work period will be Seven (7) consecutive days; Sunday 0000 hours through Saturday 2359 hours.
 - i. HIDTA grant positions may be subject to different regulation per contract.
- B. The maximum regular work period is 173.33 hours per month, based on a 40 hour work week.
- C. No deputy will work more than eighteen (18) hours in any twenty four (24) hour period, except in the event of an emergency, and only at the permission of command personnel.
- D. It is the responsibility of the deputy to inform a supervisor if hours worked will be more than eighteen (18) in any twenty four (24) hour period.
- E. Supervisors are not prevented from sending officers home before the eighteen (18) hour limit if the supervisor feels the deputy's safety or work is being affected by fatigue.

II. Authorization to Work Overtime

- A. All personnel must receive authorization from their supervisor before any overtime is approved.
 - i. Authorization by mandate for completion of priority reports is assumed but will be confirmed with immediate supervisors on each occasion it is necessary. Every effort will be taken to complete priority reports within normal work hours.
 - ii. Overtime for in progress investigations should be assumed, although supervisors will evaluate calls that are received close to shift changes, and minimize assignments that will require overtime. The evaluation will include assessment of on-coming shift personnel and the ability to relieve deputies on calls, who are accruing overtime.
 - iii. Deputies assigned to “on-call” time are authorized to respond to calls as required.
- B. Personnel will flex earned comp or overtime worked within the same workweek when possible.
- C. Supervisors will make every reasonable attempt to flex the hours of all personnel, (essential and nonessential) in their charge.
- D. Non-essential personnel will only work overtime with express authorization from their immediate supervisor. Unless specific situations dictate otherwise, essential personnel are limited to Patrol, Detention, and Detention Cooks.
- E. In certain situations, and then only with authorization, other personnel may be deemed “essential.” Regular hours worked outside of the normal work week of non-essential personnel will be flexed whenever possible.

III. On-call

- A. Patrol Deputies assigned as “on-call” are eligible for one hour of overtime for each four hour block they are on-call.
 - i. On-call time is not required to be flexed within the normal work week, although at the discretion of the shift Supervisor it may be flexed at the request of the deputy.

- ii. Those personnel who are assigned as on-call are authorized to take overtime when/if called out and physically begin responding to a scene or otherwise address the call-out issue, such as returning a telephone call to the complainant.
- iii. If a deputy begins to respond to a call and is disregarded, they are entitled to one hour of overtime.
- iv. The first hour of On Call status will be paid as Overtime only. When you respond to a call, you will be compensated to the nearest half hour, for up to three additional hours.

IV. Timesheets

- A. All employees shall submit a signed timesheet on a weekly basis in accordance with current procedures. The Undersheriff may submit a monthly time sheet in lieu of a weekly timesheet. The Sheriff is the only exempted person who is not required to submit a time sheet.
 - i. Payroll is based on a 40 hour work week, and will be noted on the time sheet on a daily basis to account for an employee's activities. The timesheet will be submitted on a weekly basis.
 - a) Employees will note any time taken off, or overtime hours worked, including an explanation for that time.
 - b) Overtime and comp time hours are compensation for time worked in excess of 40 physical hours worked during the scheduled week.
 - c) Taking earned comp time, vacation, bereavement, or administrative time counts towards the 40 physical hours worked. Sick time does not count towards physical hours worked.
 - ii. Overtime and compensatory (comp) time are generally awarded at a rate of 1.5 times the normal hourly rate of pay, unless otherwise noted as straight time. Straight time is awarded at the normal hourly rate of pay.
 - iii. Certain duty assignments are exempt from the 40 hour rule for additional compensation, both in the amount of compensation and when the compensation is awarded.
 - a) Canine (K9) time- K9 handlers are eligible for 3.5 hours of straight time every scheduled work week. This additional compensation is for care and grooming of the canine.

- b) Field Training Officers (FTOs) are compensated at a rate of eight straight hours of additional hours per 40 hour work week. This compensation only applies for days actually spent training.
 - c) On-call compensation for deputies assigned to the Wyoming Division of Criminal Investigation (DCI) as Task Force Officers (TFO) will be compensated with four (4) hours of straight comp time per week while assigned as the on-call TFO.
- iv. Special Duty, Grant, and Contracted time will be compensated at the normal overtime rate of 1.5 times the normal hourly rate of pay.

V. Holiday pay

- A. Holiday pay is granted for essential personnel for hours worked on a County approved holiday. Holiday pay is granted at 1.5 times the normal hourly rate.
- B. If the Deputy is scheduled to work a shift on a County approved holiday and is sent home by the supervisor to achieve a minimum staffing level, those deputies will earn half of their normal shift hours at the Overtime rate of pay. The scheduled shift hours count towards physical hours worked for the work week.
- C. If a holiday falls on a weekend day, the holiday is sometimes “observed” by the County on the preceding Friday or following Monday. Deputies working on the observed holiday or on the actual calendar holiday will be compensated with overtime.

VI. Administrative Time

- A. Administrative (Admin) time is granted at the discretion of a supervisor in special circumstances. Admin time does accrue towards physical hours worked should a deputy be called in later in the work week for duty.
- B. Admin time may be approved during shift rotations or other circumstances when a deputy may not be scheduled for a 40 hour work week only at the supervisor’s discretion. Supervisors will make every reasonable effort to ensure a scheduled 40 hour work week for full time employees.

VII. Leave

- A. Sick leave shall be used only when an employee is incapacitated by sickness or injury; needs medical, dental, or optical examination or treatment; or has responsibility due to the illness of a member of the employee’s immediate family.

- i. Immediate family members are defined as an employee's spouse, parents, stepparents, siblings, children, stepchildren, grandparent, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, or grandchild.
- B. Anytime three consecutive shift days or more are used as sick time, it will require a physician's written notice prior to your return to duty. The Detention nursing staff are not included as physicians. The written notice will specify the nature of the illness or injury.
- C. In consideration of fellow employees and especially in consideration of contagious illness such as the flu, do not come to work sick, or return to work before you are well.
- D. Earned Comp time will be taken prior to any Vacation time.
- E. Other types of leave, to include bereavement, military, jury duty, personal days, and leave without pay are addressed in the County Employee Handbook.

VIII. NOTICE FOR TIME OFF REQUESTS

- A. For the purpose of scheduling shift coverage to include Flex, Vacation, Comp or Military time, requests will require twenty (20) day notice to their Supervisor prior to the requested time off date for approval.

An exception to the 20 day rule is at the discretion of the Shift supervisor for proper shift coverage. The shift supervisor has the option to approve the time off request on the same day of the request while assuring proper shift coverage.

- i. Military leave will require the same (20) day notice. The exception for Military leave will be National or State emergencies, and ordered activation. Proper notice ahead of time enhances the ability of shift supervisors to accommodate deputies and the office with requested time off.
- B. If a scheduling change is made due to a time off request that requires changes to another deputy's normal schedule, a supervisor will try to provide notice to the deputy being affected. The notice will be given at least 15 days in advance of the scheduling change.
 - i. If the supervisor is able to provide the notification of schedule change a minimum of 15 days in advance, the affected deputy will be flexed during that work week if possible.
 - ii. If the supervisor fails to advise the deputy of a schedule change within 15 days, the affected deputy may choose to either take that time as overtime or flex it.

IX. Floating Holidays

- A. Floating holidays are a benefit for non-essential and essential personnel that allow an employee time off when a county observed holiday falls on an employee's regularly scheduled day off.
- B. Floating holidays may be used to cover full-day absences
- C. Floating holidays must be taken within the calendar year, except for the ones earned between the Thanksgiving- New Year's Eve observed holidays; which can be carried over into the following calendar year. The ones carried over must be used within a reasonable amount of time.
- D. Any unused floating holidays will not be cashed out upon termination of employment
- E. The use of a floating holiday must be scheduled and approved by the employee's immediate supervisor.

By Order of the Sheriff,

____ ORIGINAL SIGNED _____

____ 12/22/16 ____

David S. O'Malley

**ALBANY COUNTY SHERIFF'S OFFICE
OPERATIONS POLICY MANUAL**

Performance Appraisal

POLICY # 207

NUMBER OF PAGES: 4

SECTION 200 Personnel

EFFECTIVE: 11/30/12

It is necessary to have a comprehensive performance evaluation system in order to provide an objective means for evaluating the performance of employees.

I. Performance Evaluation

A. Employee

- i. AS a constructive written guide outlining the Albany county sheriff's office performance expectations, setting goals for the upcoming period, an evaluation of the employee's work, and how the employee fits into the overall organizational structure.
- ii. As a record of past performance.
- iii. As an opportunity to discuss with the supervisor expectations, personal performance, and areas and method of improvement and development.

B. Supervisor

- i. As a consistent method of evaluating and discussing what is expected of the employee and to obtain employee feedback.
- ii. As a method of commending the employee for good performance.
- iii. As a constructive critique of areas needing improvement along with advice as to who to improve these performance areas.
- iv. As a means of identifying training and development needs and interests.

C. Administration

- i. Provide background information used as a factor for promotions, pay increases, transfers, special assignments, reclassification and successful completion of the probationary period.

- ii. Illustrate employees strengths and weaknesses and to provide a forum for improvement.
- iii. Recognize exemplary performance.
- iv. To provide an on-going record for retention and/or promotion of employees whose performance warrant it, or termination of those employees whose performance is unsatisfactory.

II. Evaluator Responsibilities

- A. The evaluator of the employee will generally be the immediate supervisor at the end of the rating period. In those cases where an employee worked for more than one supervisor during the rating period, the evaluator will contact the other supervisor (s) for additional information relevant to the evaluation. The evaluator will complete the performance evaluation from accurately and no later than the due date specified.
- B. The performance evaluation should be representative of the employee's total performance during the evaluation period.
- C. Except for the limited purpose of noting previous performance goals for the period, or noting improvement and/ or continuing problems, a previous evaluation shall not be considered in arriving at a current evaluation.
- D. Each employee shall be evaluated based on the standard performance requirements of the position the employee held during the evaluation period. Problems are to be noted and discussed so that they may be understood and corrected.
- E. The evaluator will discuss the contents of the performance evaluation with the employee being evaluated in detail. This provides an opportunity for an open and constructive discussion of the employee's performance in relation to the requirements of their position. It is the supervisor's responsibility to clearly explain to the employee what was taken into consideration in making the evaluation. The employee should be commended for work well done and help to understand the areas in which they need improvement. Upon completion of the discussion, the employee will be provided the opportunity to add his/her comments to the evaluation. The employee will then be requested to sign the evaluation to acknowledge receipt. Signing the evaluation does not indicate concurrence with its contents by the employee. If the employee refuses to sign the evaluation, the evaluator will note this on the form along with the reason given, if any.

- i. Once the evaluator has completed the performance evaluation, the evaluator will discuss the contents of the performance evaluation with the employee in detail. Upon completion of the discussion, the employee will be provided the opportunity to add his/ her comments to the evaluation. The employee will be then requested to sign the evaluation to acknowledge receipt. Signing the evaluation does not indicate concurrence with its contents by the employee. If the employee refuses to sign the evaluation, the evaluator will not this on the form along with the reason given, if any. Once the employee and evaluator have signed the form, the evaluation will be forwarded through the chain of command for review and signature by the Sheriff.
- ii. The performance evaluation will be placed in the employee's personnel file.

III. Commander Review

- A. Unit commanders of raters are to review and sign each performance evaluation to ensure that the rate is being fair and impartial and that ratings are given uniformly. Supervisors of rates will require that employee evaluations contain measurable goals and objectives that reflect that employee evaluations contain measurable goals and objectives that reflective that reflects performance results and accomplishments. In cases where there is disagreement between the evaluator and his/her supervisor, the two parties will discuss the discrepancy. If agreement cannot be reached the evaluation will be submitted to the Sheriff as prepared by the evaluator with the reviewing supervisor including his/her comments.

IV. Review and Appeal Process

- A. If an employee believes he has received an unfair rating, the employee should discuss their concerns with the rater in an attempts to reach a satisfactory resolution.
- B. If a satisfactory resolution is not reached, the contested performance evaluation will be reviewed through the chain of command. If still unresolved, the employee may initiate a meeting with the sheriff. The final step in the review process will be a review by the sheriff, whose decision will be final. Employees may add their comments and/or supportive documents to their performance evaluation.

V. Field training Officer Program

- A. Deputies in the field training officer program will be evaluated using the Daily Observation Reports (DOR) in accordance with the field training officer (FTO) program. These reports will be completed by the field training officers and/or FTO Coordinator.

VI. Unsatisfactory performance notice

- A. Employees will be counseled by their by their supervisors on a regular basis throughout the rating period if their performance is unsatisfactory.
- B. Unsatisfactory performance notice should include a description of the unsatisfactory performance, measure that should be taken to improve the employee's performance and specific requirements and time frames for necessary improvement.
- C. Appropriate forms of notification are letters, memoranda, and/or employee written warnings. If no improvement is made y the end of the rating period, this information should be included in the employee's performance evaluation report and appropriate corrective and/or disciplinary action taken.
- D. Consecutive unsatisfactory ratings on the evaluation report in the same or similar areas shall require the rate to prepare a work performance plan that addresses the noted deficiency or deficiencies.
- E. The work plan should be specific, employing specific criteria to measure work improvement for each unsatisfactory rating. Several unsatisfactory ratings may result in additional evaluations being conducted that address a measurement of progress in these rating areas.

By Order of the Sheriff,

ORIGINAL SIGNED

11/20/2012

David S. O'Malley

**ALBANY COUNTY SHERIFF'S OFFICE
OPERATIONS POLICY MANUAL**

Outside Employment

POLICY # 208

NUMBER OF PAGES: 2

SECTION 200 Personnel

EFFECTIVE: 11/30/12

Procedure

- I. Employment Outside the Sheriff's Office
 - a. Employees shall not be employed outside the Sheriff's Office where such employment would constitute a conflict of interest.
 - b. No employee may engage in any outside employment without first obtaining prior written approval of the Sheriff.
 - c. Employees shall not engage in any employment or business involving
 - i. As a primary source of revenue, the sale or distribution of alcoholic beverages.
 - ii. Bail bond agencies.
 - iii. Private investigative work.
 - iv. Collection agencies.
 - v. During or at the site of a strike, lockout, picket, or other physical demonstration of a labor dispute.
 - vi. Any employment which may otherwise bring the Sheriff's Office into disrepute with the general public.

- d. Approval may be revoked or denied where it appears the outside employment might
 - i. Render the officer unavailable during an emergency.
 - ii. Physically or mentally exhaust the officer to the point that his regular performance may be effected.
 - iii. Require that any special consideration be given to rescheduling of the officer's regular duty hours.

By Order of the Sheriff,

ORIGINAL SIGNED

11/20/2012

David S. O'Malley

**ALBANY COUNTY SHERIFF'S OFFICE
OPERATIONS POLICY MANUAL**

Employment Termination

POLICY # 209

NUMBER OF PAGES: 2

SECTION 200 PERSONNEL

EFFECTIVE: 11/30/12

Policy

It is the policy of the Albany County Sheriff's Office to facilitate the ending of employment in an efficient and effective manner.

I. Resignation

- A. The Sheriff's Office expects a minimum of two weeks' notice when an employee resigns. The employee's termination date is the last day worked.
- B. Vacation cannot be used to extend the period of employment without authorization of the Sheriff.
- C. Sick leave cannot be used to extend the period of employment.

II. Dismissal/Termination

- A. Employees may be dismissed as a result of disciplinary action or upon the determination that the employee has not successfully completed the probationary period.

III. Lay Offs/Reduction in Staff

- A. In the event that the Sheriff's Office should have to reduce the work force due to funding reductions, seniority and work performance will be taken into consideration.
- B. When circumstances permit, an employee who would otherwise be laid off may be transferred to an open position in another division or reduced in classification to fill another open position.
- C. The Sheriff has the final decision as to when a reduction has to occur. When possible, each effected employee will receive a thirty-day written notice of a pending lay off.

- D. After a layoff, when full time positions become available, they may be offered to employees who have been laid off on a seniority basis if they are otherwise qualified for the position.
- E. A reduction in force is not a disciplinary action and hence is not subject to appeal or grievance procedures.

IV. Retirement

- A. Employees are eligible for retirement benefits in accordance with the Albany County pension plan. Contact should be made with the Sheriff's Office Personnel Section or the Albany County Clerk's Office for details on retirement.

V. Death

- A. If an employee dies, the Sheriff's Office Command Staff as assigned will work with the individual employee's survivors to insure that the final paycheck, insurance benefits, and all required forms are completed correctly and the family expeditiously receives payment of benefits.

VI. Separation Guidelines

- A. Employees resigning or retiring from the Sheriff's Office shall coordinate the return of all sheriffs' equipment with their immediate supervisor.
- B. Any money owed the County or Sheriff's Office may be deducted from the employee's final paycheck.
- C. Employees ending employment for any reason must return any Sheriff's Office and/or County property issued to them or in their possession.
- D. The employee's final paycheck will not be paid until all such property is returned to the Sheriff's Office.
 - i. Upon receipt of notice of termination, the Undersheriff will contact the terminating employee and schedule an exit interview.
 - ii. Final pay is determined in accordance with current County personnel policy.

By Order of the Sheriff,

ORIGINAL SIGNED

David S. O'Malley

11/20/2012

**ALBANY COUNTY SHERIFF'S OFFICE
OPERATIONS POLICY MANUAL**

Sexual Harassment

POLICY # 210

NUMBER OF PAGES: 3

SECTION 200 Personnel

EFFECTIVE: 11/30/12

Definition

In defining the conduct which constitutes sexual harassment, federal guidelines address themselves to unwelcome conduct, and clearly distinguish sexual harassment from a "particular action or incident (which is) a purely personal, social relationship without a discriminating employment effect," in determining whether conduct constitutes sexual harassment, the record as a whole and the totality of the circumstances will be examined, such as the nature of the sexual advances and the context in which the alleged incidents occurred. The determination of the legality of a particular action will be made from the facts, on a case-by-case basis.

I. Harassment

- A. Physical or verbal conduct, including but not limited to, unwelcomed sexual advances or requests for sexual favors, constitutes "sexual harassment" when:
- B. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- C. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
- D. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating intimidating, hostile, or offensive working environments.
- E. Sexual harassment of employees of the Albany County Sheriff's Office is expressly prohibited, and shall subject the offender to disciplinary sanctions as set forth herein.

II. Responsibility

- A. Under interpretive guidelines by the Equal Employment Opportunity' commission, an employer is responsible for acts of sexual harassment in the work place where the employer (or his supervisory staff) knows or should have known of the conduct, unless the employer can show that immediate and corrective action was taken.
- B. Therefore, all employees of the Albany County Sheriff's Office have the responsibility of keeping the Sheriff and supervisor: officers informed, through the most confidential and direct "means possible, of all alleged acts and/ or complaints of sexual harassment. It is the responsibility of each supervisor, the Undersheriff, and the Sheriff to insure a working environment free sexual harassment and intimidation.

III. Administrative Procedure

- A. Any allegations of sexual harassment will be investigated thoroughly, in accordance with the procedures set forth herein.
- B. Any employee with a complaint of sexual harassment should notify his/her immediate supervisor. If the complaint involves the immediate supervisor, the employee should contact his/her next higher level of supervision. In lieu of or in addition to notification of supervisory personnel any employee with a complaint of sexual harassment may contact the Sheriff or Undersheriff directly to register the complaint and/or to request advice and counsel.
- C. Upon notice of conduct which allegedly constitutes sexual harassment under the definition set forth herein, the supervisory personnel so informed, in consultation with the sheriff or Undersheriff, shall take immediate and appropriate corrective action. Due to the sensitive nature of an allegation of sexual harassment, every effort will be made at this stage to resolve the situation on an informal basis and to protect the anonymity of the employees involved.
- D. If after the above steps are undertaken, the sexual harassment persists, the affected employee may file a formal grievance with the sheriff against the offending employee and/or against the supervisor who allegedly failed or refused to take corrective action after receiving notification of the initial complaint. These proceedings will be conducted in accordance with disciplinary policies of the Albany county Sheriff's Office, with the view toward obtaining a fair resolution of the complaint while protecting the confidentiality and privacy rights of all individuals involved.

- E. Any employee of the Albany County sheriff's Office who, under the "procedures set forth herein, is found to have engaged in sexual harassment of a subordinate employee or co-worker will be subject to disciplinary sanctions, which may include, but not limited to written reprimand, demotion, transfer, required professional counseling, and/or termination of employment.

IV. Employee Responsibility

- A. Any employee who feels that he/she is being subjected to conduct which, under the definitions and guidelines set forth herein, allegedly constitutes sexual harassment, should keep detailed documentary record of the offending conduct (e.g., date(s) of the incident(s), what was said or done, names of witnesses to the incident(s), etc., .

V. Training

- A. The Albany County Sheriff's Office will provide awareness training on this issue to sensitize employees to conduct which may be construed as sexual harassment.

By Order of the Sheriff,

ORIGINAL SIGNED

11/20/2012

David S. O'Malley

**ALBANY COUNTY SHERIFF'S OFFICE
OPERATIONS POLICY MANUAL**

Workplace Harassment, Discrimination

POLICY # 211

NUMBER OF PAGES: 5

SECTION 200 Personnel

EFFECTIVE: 11/30/12

Policy

It is the policy of the Albany County Sheriff's Office to provide a positive work environment for employees and it will utilize its best efforts to prevent and/ or eliminate all forms of discrimination, harassment, and / or retaliation. Discrimination, harassment and retaliation are an attack on the dignity of individuals and a violation of Sheriff's Office policy. It is also illegal under state and federal law. Harassment, intimidation and/or unfair discrimination on the basis of race, color, religion, gender, disability, ethnic, sexual orientation, age or national origin will not be tolerated. All reports alleging harassment, discrimination, and/or retaliation as defined in this policy shall be investigated.

It is not a violation of this policy to consider the gender of a deputy when determining assignment involving supervision and searches of prisoners or other assignments where the nature of the assignment is reasonably favors a particular gender.

This policy applies to all employees of the Sheriff's Office. It allocates responsibilities for helping to ensure that Sheriff's Office policy is fairly applied, explains the processes by which complaints of discrimination, harassment, and/or retaliation may be brought forward, and provides sanctions for discrimination, harassment, and/or retaliation which may range from reprimands to termination.

Definitions

Adverse Action: Adverse actions are employment actions such as termination, refusal to hire, and denial of promotion. Other actions affecting employment such as threats, unjustified negative evaluations, unjustified negative references, and/or increased surveillance, and any other action such as assault, or unfounded civil or criminal charges that are likely to deter a reasonable person from pursuing his or her rights. Adverse actions do not include petty slights and annoyances, such as stray negative comments in an otherwise positive or neutral evaluation; "snubbing" a colleague; or negative comments that are justified by an employee's poor work performance or history. Yet let it be known, all employees will remain professional at all times, with each other and the citizens we serve.

Discrimination: discrimination occurs when employment decisions are based on stereotypes or assumptions about the abilities, traits, or performances of individuals based on race, color, religion, gender, gender identity, national origin, age, disability, socioeconomic status or sexual orientation.

Harassment: Harassment is unwelcome conduct that is based on race, color, religion, gender, gender identity, national origin, age, disability, socio-economic status or sexual orientation. Harassment becomes unlawful where 1.) Enduring the offensive conduct becomes a condition of continued employment, or 2.) The conduct is severe or pervasive, hostile, or abusive. Harassment can be verbal, visual, physical, or communicated in writing or electronically.

Sexual Harassment: The Sheriff's Office has adopted the Equal Employment Opportunity commission (EEOC) definition of sexual harassment. Sexual Harassment is defined as any unwelcome sexual advance, request for sexual favor, or other verbal or physical conduct of a sexual nature, when,

- A. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment.
- B. Submission to or rejection of such conduct by an individual is used as the basis, or threatened to be used as the basis, for employment decisions or assessments affecting an individual, or
- C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive environment for work.

Retaliation: Retaliation occurs when an employer takes an adverse action against an individual because he or she engaged in a protected activity. An adverse action is an action taken to try to keep someone from opposing a discriminatory practice or from participating in an employment discrimination proceeding.

I. Employee Responsibilities

- A. Individual employees are responsible for conducting themselves in a manner that maintains a work place free of workplace harassment, discrimination, and retaliation.

II. Supervisory Responsibilities

- A. Supervisors are responsible for taking action to prevent harassment, discrimination, and/ or retaliation in the work place and for taking appropriate action in any incident of observed or reported workplace harassment, discrimination, and/ or retaliation. Supervisors are responsible for promptly reporting any incident of workplace harassment, discrimination and/ or retaliation to their division lieutenant, undersheriff, or the sheriff, and will do so immediately.

III. Reporting of workplace Harassment, discrimination, and or retaliation

- A. The sheriff's office can respond to a specific instance or allegation of workplace harassment, discrimination and/or retaliation only if it is aware of an occurrence. Therefore, the sheriff's office encourages anyone who believes the she or he has experienced or witnessed workplace discrimination, harassment, and/ or retaliation to file a complaint.
- B. Any employee who believes that she or he has been subject to workplace harassment or subject to discrimination has a number of options. The employee may file a complaint with any of the following:
 - i. The employee's immediate supervisor or any available supervisor
 - ii. The employee's supervisor's supervisor
 - iii. The employee's Lieutenant
 - iv. The Sheriff or Undersheriff
- C. Employees may leave an assigned post if they believe reasonably necessary for their personal safety or to avoid additional contact with the accused person. Any employee who leaves an assigned post in such circumstances must report the situation **immediately** to their direct supervisor or higher authority.
- D. Upon notice of a complaint involving potential discrimination, harassment, and/or retaliation, the employee receiving the complaint shall promptly document the complaint and route the documentation to his or their direct supervisor or lieutenant.
 - i. The affected Lieutenant is to be notified of the complaint as soon as possible, who in turn will notify the undersheriff and sheriff.
 - ii. Supervisors receiving reports to take appropriate action to protect potential or alleged victims from continued contact with the alleged perpetrator of harassment, discrimination, and/ or retaliation. Such actions are to be taken in a manner that does not penalize the accuser.

- iii. Upon notice of a complaint involving potential discrimination, harassment, and/or retaliation the sheriff's office will promptly investigate the complaint. The sheriff's office will strive to protect the confidentiality of all aspects of its investigation; however, the Sheriff's office cannot guarantee confidentiality. All employees are expected to cooperate with Sheriff's Office investigations during the course of an investigation of discrimination, harassment, and/or retaliation.
- E. The sheriff's office will not tolerate retaliation or discrimination against persons, who in good faith, report or charge discriminate or harassment or against those, who in good faith, testify, assist, or participate in any investigation, proceeding, or hearing involving a complaint of discrimination or harassment. Any retaliation—or any encouragement of another to retaliate—is a serious violation of Sheriff's office policy and law, independent of whether the particular claim of discrimination or harassment is substantiated. If an employee believes he or she has been subjected to retaliation in violation of this rule, the employee may use the procedures described in Section III. B, above.

IV. Obligation to Report

- A. Any supervisor who becomes aware of instance or allegations of workplace harassment, discrimination, and/or retaliation by or against any employee of the sheriff's office must initiate a report. The report is to be given or transmitted to the supervisor's supervisor as soon as practical unless that supervisor is the subject of the complaint. In that case, the report is to be given to a lieutenant, Undersheriff or sheriff.
 - i. A supervisor who fails to report an instance, or an allegation, of workplace harassment, discrimination and/or retaliation may be subject to disciplinary action.
 - ii. Any employee who becomes aware of information indicating a significant likelihood of workplace harassment, discrimination, and/or retaliation must report it to either their immediate supervisor or other authority as described in Sec. III, B. 1-6 o.

V. Investigation and Discipline

- A. The Sheriff or Undersheriff assigns reports of workplace harassment, discrimination, and/or retaliation to the appropriate investigators(s) given the nature of the allegation.
 - i. The Sheriff shall be notified of the particulars of all workplace harassment, discrimination, and/or retaliation complaints.

ii. At the discretion of the Sheriff, the investigation of the complaint may be assigned to a sheriff's investigator or the sheriff's designee.

B. Employees who violate any portion of this policy are subject to disciplinary action in accordance with sheriff's office policy.

By Order of the Sheriff,

ORIGINAL SIGNED

David S. O'Malley

11/20/2012

**ALBANY COUNTY SHERIFF'S OFFICE
OPERATIONS POLICY MANUAL**

Political Activities

POLICY # 212

NUMBER OF PAGES: 2

SECTION 200 PERSONNEL

EFFECTIVE: 11/30/12

I. Personnel of the Albany County Sheriff's Office may participate in political activity provided:

- A. He/ she does not do so while on duty, during work hours, or in uniform or that it does not otherwise interfere with the performance of his/her duties.
- B. Any member of the Office may be a candidate for political office while employed by the Sheriff's Office, as long as said office being sought does not advocate the overthrow of the United States.
- C. Any member of the Office who is elected or appointed to a full-time public office shall immediately resign their employment from the Sheriff's Office.
- D. The fact that a person is an officer of the Albany County Sheriff's Office does not deprive his/her spouse or member of his/her family of the right to participate in political activity or to hold public or political office.

II. Requirements of an employee seeking public office

- A. In the event an employee of the Albany County Sheriff's Office becomes a candidate for any public office, whether partisan or non-partisan, the following requirements are to be followed:
 - i. The employee must advise the Albany County Sheriff in writing of his political intentions.
 - ii. The employee must request authorization from the Albany County Sheriff to campaign for the public office, as state in the written advisement to the Sheriff.
 - iii. The request and authorization must be granted prior to any filing or campaigning for public office.
 - a) If, for any reason, the Sheriff determines that political activities by anyone member of the Albany county Sheriff's Office will result in

internal discord and have an adverse effect on the operating efficiency of the Sheriff's Office, authorization and the request shall be denied.

- b) If the request and authorization is denied and the employee wishes to continue to seek public office, he will then terminate his employment with the Albany County Sheriff's Office.

III. Service to any political candidate or Party not required

- A. No employee of the Albany County Sheriff's Office shall be under any compulsion to participate in the political activities of any candidate seeking public office or any political party.
- B. No employee of the Albany County Sheriff's Office shall be obligate to contribute money to any candidate seeking public office or any political party.

By Order of the Sheriff,

ORIGINAL SIGNED

11/30/2012

David S. O'Malley

ALBANY COUNTY SHERIFF'S OFFICE OPERATIONS POLICY MANUAL



SECTION 300 OPERATIONS

**ALBANY COUNTY SHERIFF'S OFFICE
OPERATIONS POLICY MANUAL**

Authorized Emergency Vehicle

POLICY # 301

NUMBER OF PAGES: 3

SECTION 300 Operations

EFFECTIVE: 11/30/12

Purpose

The purpose of this order is to define for all officers when emergency vehicle operation is allowed and provides operation in a safe and courteous manner to; prevent accidents, injuries, property damage, and promote good public relations.

Policy

It is the policy of the Albany County Sheriff's Office that emergency operations of marked Sheriff's vehicles require that the siren and/or visual overhead emergency lights be activated. The use of the visual lights and siren is for the purpose of clearing traffic and/or stopping a suspect vehicle.

Procedure

I. General Operations

- A. At no time shall speed limits be exceeded to the point that the driving actions becomes unsafe to the officer and other occupants of the roadway.
- B. Operators of emergency sheriff's vehicles shall obey all provisions of the Wyoming Motor Vehicle Statutes.
- C. Care shall be exercised in regards to those streets within the city limits and other populated areas, with due care as to location, traffic volume, and time of day.
- D. Every precaution must be taken with regard to the safety of the public.

II. Authorized Emergency Vehicle

- A. Albany County Sheriff's Office law enforcement vehicles authorized for emergency response as defined in Wyoming Statute 31-5-1302 (a) (iii) are equipped with emergency lights and siren.

III. Authorized Emergency Response

- A. For circumstances and situations that the deputy reasonably believes threaten serious bodily injury or death.
- B. For circumstance in which other officers or public safety agencies request an emergency response.
- C. For in-progress crimes involving weapons, threatened use of a weapon, or physical assault.
- D. For in-progress circumstances, that the deputy reasonably believes poses a significant health or safety issue or which threaten serious and significant damage to a building that may be occupied.
- E. When authorized or directed to do so by a supervisor.

IV. Authorized Vehicle Operations

- A. In all cases, deputies exercise due regard for the safety of all persons while operating a vehicle during an emergency response in compliance with Wyoming Statute 31-5-106
- V. Emergency lights and sirens should be activated when responding to an emergency.
- A. Sirens are not required when:
 - i. The vehicle is not moving.
 - ii. The deputy is initiating a traffic contact; or
 - iii. An unannounced approach is necessary.
 - a) When responding with emergency lights only, deputies use a high level of caution and ensure that their actions do not endanger the public or other motorists.
 - B. When obstructing a right-of-way, deputies utilize the level of emergency lighting necessary to make their presence visible to other motorists. In addition, and when appropriate, deputies position their vehicle in such a way as to minimize the impact on traffic flow affected by the obstruction.
 - C. Deputies responding to an emergency are authorized to:
 - i. Park or stand in violation of existing law or regulation.
 - ii. Proceed through a red stop signal or sign after slowing down or coming to a complete stop as necessary for safe operation.

iii. Exceed the speed limit to the extent necessary to expedite their response without endangering themselves or others.

iv. Disregard regulations governing direction and turns.

VI. Reporting Requirements

- A. Deputies are required to inform their direct supervisor as soon as practical of any near collision with another vehicle or pedestrian, or other significant event that occurs during the emergency response.
- B. Documentation of the incident in a report may be required when the deputy's supervisor concludes such documentation is necessary.

By Order of the Sheriff,

ORIGINAL SIGNED

11/20/2012

David S. O'Malley

**ALBANY COUNTY SHERIFF'S OFFICE
OPERATIONS POLICY MANUAL**

Vehicle Pursuits

POLICY # 302

NUMBER OF PAGES: 8

SECTION 300 Operations

EFFECTIVE: 11/30/12

Purpose

The Albany County Sheriff's Office has the duty and responsibility to pursue and apprehend offenders.

Vehicle pursuits must be conducted in such a way so as to minimize the risk of injury to deputies and citizens as well as reduce the risk of damage to property, all of which may occur during vehicle pursuits.

Wyoming Statutes and policy of the Albany County Sheriff's Office do not relieve the driver of an emergency vehicle from the duty to drive with due regard for the safety of all other persons.

Deputies will not pursue a vehicle when the risk to safety outweighs the risk to the community should the offender not be immediately apprehended

The decision to pursue is revocable. The Sheriff's Office respects a deputy's judgment not to engage in a pursuit or to discontinue a pursuit.

No officer shall be criticized for deciding against initiating, discontinuing his/her involvement, or terminating a pursuit.

In evaluating this risk, the following risk criteria must be continually assessed before initiating and while continuing a pursuit:

Presence or potential presence of pedestrians.

Seriousness of the offense committed.

Road condition, lighting, and other environmental conditions.

Volume and direction of traffic, congestion, etc.

Overall speed of the pursuit itself; relative speed to other traffic.

Policy

It is the policy of the Albany County Sheriff's Office to pursue a person suspected of committing a crime who is attempting to escape by use of a motor vehicle when the risk to the public, deputies, and suspect created by the pursuit does not outweigh the benefit of the immediate apprehension of the suspect.

Procedure

I. Pursuit Authorized in Albany County

- A. Deputies are authorized to initiate a pursuit in Alban County when there are reasonable grounds to believe the offender being pursued;
 - i. Has committed, attempted to commit, or is about to commit a felony,
 - ii. Cannot be identified, has committed a misdemeanor, and if not apprehended will;
 - a) Cause harm or injury to another
 - b) Will destroy or conceal evidence of a crime
 - iii. Has an active warrant for their arrest.
- B. Information used to justify a pursuit, must be information that is known to the deputy initiating the pursuit at the time the decision to pursue is made.
 - i. Pursuits in these circumstances are not authorized if the risk to life and property caused by the pursuit outweighs the potential benefit that might result from successful apprehension of the offender.
- C. Deputies and supervisors must consider the type and nature of crime. A pursuit should be terminated when the crime is minor in nature and the suspect will not create a substantial risk to the public if allowed to temporarily avoid apprehension.

II. Alternate Tactics

- A. When possible and practical, deputies are to use strategies and tactics that may reduce the possibility that a vehicular pursuit will occur, or aid with identifying the driver, prior to attempting the vehicle stop. These tactics may include, but are not limited to the following:
 - i. Query the vehicle license plate number and obtain address information on the registered owner.
 - ii. Move other units equipped with "stop sticks" into the area and position them along obvious escape routes.

- iii. Plan the stop for an area on the highway or street that may make it difficult for the driver to maneuver in an attempt to elude.

III. Risk Analysis

- A. Deputies and supervisor must weigh the following factors in situations where a suspect is fleeing in a motor vehicle and where a pursuit is authorized under this policy:
 - i. The nature of the offense and the risk to the community presented by the offender if not immediately apprehended.
 - ii. Whether there is sufficient information known about the suspect to aid in identifying and apprehending the suspect at a later time.
 - iii. The manner in which the suspect is fleeing, including:
 - a) Speed;
 - b) The suspect's regard for other traffic and traffic control devices;
 - c) The suspect's control of the vehicle;
 - d) The type and condition of the vehicle driven by the suspect,
 - e) The time of the day and day of the week.
 - f) The road and weather conditions.
 - g) Traffic volume and congestion, both immediately present and that which may be encountered.
 - h) The presence of passengers in the fleeing vehicle and knowledge about their relationship to the driver.
 - i) The existence of special hazards, including traffic control devices and intersections present in the area into which the fleeing vehicle is being driven.
- B. When, in the deputy or supervisor's judgment, the risks presented by the pursuit outweigh the potential benefits of safely apprehending the offender, the pursuit **MUST** be terminated.

IV. Cancellation

- A. Deputies are responsible for ensuring that conditions exist which meets the requirements to initiate a vehicular pursuit, as described in this policy, before initiating a pursuit.

- B. If the conditions do not exist the deputy is not authorized to pursue the fleeing suspect.
- C. Deputies involved in the pursuit as the primary or secondary unit are responsible for continually evaluating the risks created by continuation of the pursuit.
- D. As soon as the risks outweigh the benefits the deputies are required to immediately terminate the pursuit.
- E. The on-duty patrol supervisor is responsible for monitoring the pursuit and is required to terminate the pursuit as soon the supervisor receives information that the pursuit does not meet policy, or concludes that the risks of continuation of the pursuit outweigh the benefits of apprehension of the suspect(s).
- F. When a supervisor from an agency that has jurisdiction where the pursuit is occurring, orders the pursuit to stop, pursuing deputies will give significant weight to the request and, in most cases, immediately terminate the pursuit.
- G. An Albany County Sheriff's supervisor is authorized to override the order and direct that the pursuit continue when the factual situation of the crime committed by an occupant of the fleeing vehicle creates a compelling need to apprehend the suspect that outweighs all other considerations.

V. Operations

A. Pursuit Vehicles

- i. While being aware of the duty to drive with due regard for the safety of all persons, deputies engaged in pursuits may exercise the privileges of emergency vehicle operations
- ii. Emergency lights and siren must be activated while in pursuit.

B. Unmarked Cars

- i. Unmarked cars are discouraged from engaging in pursuits.
- ii. Unmarked units who initiate a pursuit are to relinquish their position in a pursuit to a fully marked emergency vehicle as soon as is practical.

C. Role of the Primary Unit

- i. The primary unit provides the Communication center and other participating units with all information pertinent to the pursuit, such as location, direction of travel, speed, vehicle description, occupant(s) description, manner in which the fleeing vehicle is being drive, and grounds for pursuit, and continues to do so on a constant basis.

- ii. The communications function should be turned over to the secondary unit as soon as possible.
- iii. The primary unit may relinquish its position to another police vehicle due to the lack of knowledge of the terrain, pursuit vehicle becoming inoperable, or other reason, when it improves the chances of successful resolution of the pursuit.

D. Role of the Secondary Unit

- i. The Secondary Unit is an authorized police vehicle and officer(s) that assists the primary vehicle.
- ii. The secondary unit maintains a distance that is reasonably safe behind the primary pursuit unit and the fleeing vehicle.
- iii. The secondary unit will assist the primary unit in the course of, or upon termination of the pursuit, or assume the primary pursuit position if the primary vehicle relinquishes its position.
- iv. The secondary pursuit unit takes over radio communications as soon as practical, relieving the primary pursuit unit of this function.

E. Number of Pursuit Vehicles

- i. Pursuits should be limited, when practicable, to one primary pursuit unit and one secondary pursuit unit.
- ii. If officers believe it is necessary to have more than two pursuit units, additional pursuit units should maintain sufficient distance between each other and the pursuing and pursued vehicles in order to diminish the possibility of a multiple-vehicle accident.
- iii. Additional units should strive for reduced speeds in order to present less danger to the public.

F. Support Units

- i. Other deputies may be designated as support units. Support units are not to join in the pursuit unless directed to do so by a supervisor.
- ii. Supporting units may assist with traffic control, vehicle-stopping methods, or high risk stops.
- iii. Supporting units report their activity to the communications center when such reporting does not interfere with emergency communications.

G. Communications

- i. The unit responsible for communications during the pursuit shall provide continuous information pertinent to the pursuit, such as location, direction of travel, speed, and manner in which the fleeing vehicle is being driven.
- ii. If a pursuit becomes multi-jurisdictional (involving more than one agency) radios shall be tuned to a common frequency.
- iii. In the event the dispatcher cannot get all participating agencies on one common frequency, the primary law enforcement frequency will be utilized.

VI. Methods of Stopping Pursued Vehicles

- A. The patrol supervisor responsible for overseeing the pursuit may consider the use of a number of different tactics to stop the fleeing vehicle.
- B. In these cases, a decision to stop the vehicle should be based on the danger to the public of continuing the pursuit, as well as the probability of success and the risk to the public, officers, and the suspect.
 - i. The preferred method of attempting to stop a fleeing vehicle is by the use of “stop sticks” or similar tire-deflating device.
- C. Extraordinary tactics, including, but not limited to:
 - i. Boxing,
 - ii. Rolling roadblocks, or
 - iii. Ramming are potentially uses of deadly force.
- D. When these types of tactics are used in an attempt to stop a fleeing vehicle, deputies must ensure that the use of force complies with state statute and Sheriff’s Office policy.
- E. Shooting at a vehicle with the intent to disable the vehicle is not authorized unless the use of deadly force against all occupants of the vehicle is justified.
- F. A decision to utilize any of these types of tactics to stop a fleeing vehicle must be communicated to all participating units.

VII. Duty to Apprehend

- A. When a decision is made to terminate a pursuit, deputies are responsible for attempting to identify, locate, and apprehend the suspect through other means.
- B. Investigation and Jurisdiction at Termination
 - i. Deputies are responsible for crime scene security and coordination of on-scene investigation of pursuits that terminate within Albany County.
 - ii. In cases where the pursuing officers are from another law enforcement agency the on-duty patrol supervisor consults with officers or supervisors from that agency to determine who will have responsibility for crime scene processing, arrestee processing, filing charges, and any other related investigatory tasks.
 - iii. In cases where a pursuit continues outside of this jurisdiction, deputies may continue the pursuit until authorities from the outside jurisdiction intercede.
- C. At the discretion of the on-scene supervisor an arrestee may be released to the police agency that initiated the pursuit or to the agency with jurisdiction where the most serious violation occurred and the Albany County Attorney's Office can be consulted.
- D. At the conclusion of a pursuit that had been initiated by an Albany County Sheriff's deputy the on-duty patrol supervisor is responsible for overseeing the coordination of follow-up related to the suspect's arrest and transport to jail, seizure of evidence, disposition of the vehicle, and other investigatory tasks.
 - i. The deputy who initiated the pursuit is responsible for completing the initial crime report.
- E. All deputies who were involved in the pursuit in any capacity are individually responsible for documenting their actions or observations while involved in the pursuit, or its aftermath, in a supplemental report.
- F. When a vehicular accident occurs as a result of the pursuit, or an occupant of the fleeing vehicle commits any criminal act while the pursuit was occurring, the law enforcement agency with jurisdiction of the location where the incident occurred is responsible for investigating and filing charges related to that incident.

VIII. Reporting and Debriefing Requirements

- A. The on-duty patrol supervisor is responsible for ensuring proper notifications are made to the proper chain of command.

- B. The supervisor of the deputy who initiated or stopped the pursuit is responsible for ensuring a review of the circumstances of each event occur as soon as possible after the pursuit, or terminated pursuit.
- C. All pursuits will be debriefed with involved officers and other involved personnel and efforts will be made to critically evaluate application of the policy, procedure, stopping tactics, training, equipment, and other related areas in order to better further the Sheriff's Office mission and values.

IX. Pursuits originating outside Albany County

- A. When the on-duty patrol supervisor believes an outside agency pursuit in Albany County creates a greater risk than the potential benefit of apprehension, the supervisor is to request that the outside agency terminate the pursuit. In the event the outside agency does not terminate the pursuit, the supervisor may authorize deputies to assist in the pursuit to the degree necessary to ensure public safety, without joining in the pursuit.

By Order of the Sheriff,

ORIGINAL SIGNED

11/20/2012

David S. O'Malley

**ALBANY COUNTY SHERIFF'S OFFICE
OPERATIONS POLICY MANUAL**

Vehicle Impound & Inventory

POLICY # 303

NUMBER OF PAGES: 5

SECTION 300 Operations

EFFECTIVE: 11/30/12

Purpose

Deputies are routinely faced with the question of whether to impound or tow motor vehicles for the purpose of safekeeping property, securing evidence, protecting the public, or securing property, among other reasons.

Policy

It is the policy of the Albany County Sheriff's Office to conduct an inventory of all vehicles towed or impounded.

Procedure

I. General

- A. When possible and with the owner's permission, deputies shall attempt to secure and legally park the vehicle.
- B. Vehicles shall be impounded using contract commercial towing services as authorized by the Sheriff.
- C. Vehicles may be released at the scene to a responsible person at the express direction of the registered owner or agent.
- D. When impounds occur, the operator and passengers should not be stranded. Deputies shall take reasonable measures to ensure that they are provided transportation.
- E. Vehicle operators may be permitted to remove unsecured valuable of anon-evidentiary nature from the vehicle prior to its removal. The nature of those items should be noted on the Vehicle Impound/Recovery Report.

F. A “hold” may be placed on any vehicle:

i. Court order or Writ;

ii. Impounded for evidence.

a) If held for evidence vehicle will be secured in evidence bay.

b) Evidence collection should be completed in a timely manner.

II. Deputies are authorized to tow and impound vehicles under the following circumstances

- A. Any vehicle left unattended upon a street or highway, and is illegally parked or constitutes a hazard, or an obstruction to the normal movement of traffic, or unreasonably interferes with snow-removal operations;
- B. Any vehicle that has been stolen or operated without the consent of the owner and is located upon either public or private property;
- C. Any vehicle displaying illegal license plates or failing to display the current lawfully required plates and is located upon any public street or other property open to the public for purpose of vehicle travel;
- D. Any vehicle that has been used in or connected with the commission of a crime and is located upon either public or private property, with a proper warrant as required.
- E. Any vehicle that has been unsafe or defective so as to be inoperable or violates equipment provisions of the traffic code whereby it continued operation would constitute a condition hazardous to life, limb, or property and is located on any public street or other property open to the public for purposes of vehicular travel or parking;
- F. Any vehicle left unattended either on public or private property due to removal of an ill, injured, or arrested person;
- G. Any vehicle that has been operated by any person who has failed to stop in case of an accident or collision and is located on either public or private property;
- H. Any vehicle being operated by any person who is driving without a lawful license or while his/her license has been suspended, denied or revoked and is located upon a public street or other property open to the public for the purpose of vehicular travel or parking.
- I. Where alcohol use is present in the driver and the owner of the vehicle is not in the vehicle and not arrested or under the influence of alcohol.
- J. Where it is impossible to secure the vehicle by locking the doors as a protection against illegal entry or theft, or for safekeeping of the owner’s property.

- K. When a vehicle has potential evidence inside or the vehicle needs to be secured to preserve the evidence.
- L. When the vehicle is wanted by another agency and they request we tow it.
- M. Deputies may impound a motor vehicle with the intent of initiating forfeiture proceedings when the vehicle is used in the commission of a felony.
- N. Pursuant to a court order.
- O. For any lawful purpose not specifically stated above.

III. Inventory

- A. All vehicles impounded, moved for safe-keeping, or otherwise taken into custody shall be inventoried to protect the owner's property and to protect the impounding deputy and the Office from claims of lost, stolen, or vandalized property.
- B. The description of the vehicle and the results of this inventory should be shown on a Vehicle Inventory Form.
- C. The inventory shall be conducted at the scene prior to towing whenever possible.
- D. When circumstances, such as officer safety at the scene, require immediate removal of the vehicle, the inventory may be conducted at the storage location.
 - i. In such cases, the inventory shall be conducted as soon as possible after the tow.
- E. The owner or operator of the vehicle, when possible, shall be asked to remove, all valuables from the vehicle prior to impound. If such items cannot be removed, and if possible the owner/operator shall be requested to verify the completeness of the inventory.

IV. Scope of Inventory

- A. The scope of the inventory shall include the vehicle exterior, interior, engine compartment, glove compartment, and trunk.
- B. The inventory shall also include any vehicle, trailer, or item being towed by the motor vehicle.
- C. Contents of any packages, bags, boxes, containers, etc.

V. Property Control

- A. Items of significant value (i.e. jewelry, expensive electronics, and firearms) shall be itemized on the Vehicle Inventory Form and such materials turned over to the control of the Evidence Custodian for safekeeping.
- B. Contraband and evidence discovered during the course of the inventory shall be confiscated and placed into evidence.
- C. Items seized as evidence or contraband shall be noted on the inventory sheet.

VI. Notification

- A. If the registered owner of a vehicle towed is not present at the time of such tow, the Office shall make a reasonable effort to notify him/her of:
 - i. Reason for the tow;
 - ii. Date and time of the tow;
 - iii. Place of storage; and
 - iv. Conditions of release
- B. The date and time of the notifications or attempts shall be noted.

VII. Abandoned Vehicles

- A. Private Property
 - i. Property owners should be informed of the proper steps required to remove the vehicle.
 - ii. Generally, the Sheriff's Office does not tow abandoned vehicles from private property. It is the responsibility of the land owner.
- B. Public Property
 - i. When advised of an abandoned vehicle, on public property, the deputy shall request a case number for that incident.
 - ii. Vehicle will be marked as abandoned as appropriate.
 - iii. Follow up request will be completed to confirm the vehicle has been removed.
 - iv. Vehicle will be towed by authorized commercial tow company.

- v. Items which can be observed through the windows of a locked abandoned vehicle will be noted on an inventory sheet.

C. Abandoned Motor Vehicle Reports

- i. Must be completed by deputy who tows the vehicle.

VIII. Release of Towed Vehicles

A. Any person desiring the release of a towed or impounded vehicle shall appear at the storage location with:

- i. Satisfactory identification;
- ii. Proof of ownership or right to possession; and
- iii. Any other conditions for release (i.e. proof of insurance coverage).

B. Vehicles shall not be released until all storage and tow fees are satisfied.

By Order of the Sheriff,

ORIGINAL SIGNED

01/04/2013

David S. O'Malley

**ALBANY COUNTY SHERIFF'S OFFICE
OPERATIONS POLICY MANUAL**

Detective Notification

POLICY # 304

NUMBER OF PAGES: 4

SECTION 300 Operations

EFFECTIVE: 11/30/12

Purpose

The purpose of this General Order is to establish procedures for calling in investigative personnel when such a need exists. For successful prosecution of a criminal investigation, it is recognized that in certain incidents it is desirable or necessary to have the incident investigated by a detective.

Policy

Except in those cases where the presence of a uniformed officer would obviously hinder a proper investigation. A deputy investigating any incident is free to seek advice and request assistance from a detective at any time. The deputy assigned a call shall maintain control over the investigation unless a detective assumes responsibility for the investigation.

Procedure

I. Detective Notification

- A. Detectives will be immediately notified for the following types of calls
 - i. Officer seriously injured
 - ii. Any homicide
 - iii. Any unattended death (non-motor vehicle accident)
 - iv. Officer-involved shooting
 - v. Any sexual assault that has recently occurred or, not considered "cold"
 - vi. Any violent crime involving the use of a deadly weapon, or serious assault
 - vii. Kidnapping
 - viii. Any call where the assistance of the detective would be beneficial to the case.

- ix. Any crime scene where the assistance of the detective would be beneficial to the case

B. Detectives will be notified as soon as practical for following types of calls

- i. Arson
- ii. Extortion
- iii. Missing persons
- iv. Child abuse
- v. Child molestation
- vi. Forgery/Fraud/Identity Theft
- vii. Sexual assault
- viii. Any large or prolonged investigation that would strain patrol resources

C. Detective Call-in

- i. All requests for a detective call-in will be approved through a supervisor.
- ii. Once approved and if time allows, the original investigating deputy or shift supervisor will call the detective.
 - a) If the original investigation deputy is unable to contact the detective directly, request may be made through dispatch or another deputy.
 - b) In any case, direct contact will be made with the detective to apprise him/her of the situation.
- iii. When a request for detective assistance is made, the detective has the option to decline the request for assistance.
 - a) If it is felt that the situation does not warrant detective assistance or response.
 - b) If immediate assistance from a detective is not necessary.

II. Detective Assistance

- A. Detective may respond to any reported crime, especially for categories of crime in which immediate notification would be necessary.
 - i. On shift detective may be utilized to assist deputies with any incident where the detective's assistance is deemed necessary (Interviews, crime scene/evidence processing, etc.).
 - ii. Request for detective guidance can be made directly from the deputy.
- B. The individual circumstances of an incident will determine the level of the detective's involvement.
 - i. The original deputy assigned to the call shall be responsible for the investigation.
 - a) Detective shall direct and assist deputies with any follow up investigations.
 - b) In the event that a deputy is conducting an extended investigation with the Detective's assistance, the detective needs to notify the deputies; direct supervisor.
 - ii. Detective may assume, as his/her discretion, responsibility for the entire investigation.
 - iii. Any request for a detective to assume responsibility for an investigation must be made through a supervisor and that case information will be forwarded up the chain of command.

III. Case Review

- A. Detective will review calls of criminal investigations assigned to deputies on a regular basis.
 - i. Reviews the preliminary investigation for thoroughness
 - ii. Identifies areas requiring follow-up investigation

- B. Detective will discuss the calls and required follow-up investigation with deputies and their supervisor.
 - i. Detective will direct any deputy to conduct additional needed follow-up investigation.
 - ii. Detective will notify the appropriate supervisor if further investigation is to be completed by a deputy.

By Order of the Sheriff,

ORIGINAL SIGNED

11/21/2012

David S. O'Malley

**ALBANY COUNTY SHERIFF'S OFFICE
OPERATIONS POLICY MANUAL**

Detective Notification

POLICY # 305

NUMBER OF PAGES: 2

SECTION 300 Operations

EFFECTIVE: 11/30/12

Purpose

To provide a means of information sharing as a viable part of an officer's acclimation to the daily shift.

Policy

It is the policy of the Albany County Sheriff's Office that deputies attend roll call to familiarize themselves with relevant information in preparation for their upcoming shift duties.

Procedure

I. Roll Call

- A. Roll call shall be held at the beginning of each shift of duty.
- B. Unless otherwise busy, all on-coming deputies are required to attend.

II. Setting for Roll Call

- A. Roll call shall be held in the conference room of the Albany County Sheriff's Office or another location designated by the shift supervisor.
- B. All officers of the oncoming shift and the supervisor of the ending shift, when available shall attend roll call.
- C. Supervisors will ensure written synopses of the day's activities are provided to oncoming supervisor.
- D. All follow up requests will be submitted at roll call.
- E. Officers going off shift at the time of the on-coming shift's roll call shall afford the new shift quiet and orderliness.

III. Activities of Roll Call

- A. It shall be the responsibility of the shift supervisor to conduct roll call.
- B. The ending shift supervisor shall brief the oncoming supervisor of all pertinent information.
- C. During roll call, each deputy shall acquaint him/herself with complaints, teletypes, and conditions as were reported since he was last on shift.
- D. The supervisor shall give appropriate assignments for patrol, investigations, and civil process.
- E. During roll call, each supervisor shall evaluate each deputy's state of mental awareness and preparedness for duty.
- F. Roll call shall be limited to the amount of time necessary to pass on necessary information.

By Order of the Sheriff,

ORIGINAL SIGNED

01/04/2013

David S. O'Malley

**ALBANY COUNTY SHERIFF'S OFFICE
OPERATIONS POLICY MANUAL**

Arrest and Transport

POLICY # 306

NUMBER OF PAGES: 5

SECTION 300 Operations

EFFECTIVE: 11/30/12

Purpose

To establish a uniform procedure for the arrest, detention, and transportation of prisoners.

Policy

It is the policy of the Albany County Sheriff's Office, in the arrest, detention, and transportation of prisoners, each deputy shall take precautions to prevent property damage, escape, and injury to himself and others.

Procedure

I. Arrests

- A. Arrests shall be made by deputies of the Albany County Sheriff's Office under the following conditions:
 - i. When the officer has a warrant for a specific person in hand or has knowledge that such warrant exists.
- B. A deputy may arrest and detain a person, without a warrant when:
 - i. Any criminal offense is committed in his presence;
 - ii. There is probable cause to believe that a felony, as defined by section 6-10-101 W.S., has been committed and has probable cause to believe that the person to be arrested committed the crime.
 - iii. a misdemeanor, define by section 6-10-101 W.S., has been committed and the officer has probable cause to believe that the person arrested committed the crime and has reasonable grounds to believe that the person:
 - a) Will not be apprehended unless immediately taken into custody; or

- b) May cause injury to himself or others or damage to property unless immediately arrested; or
 - c) May destroy or conceal evidence of the commission of such misdemeanor.
- C. Deputies shall not use unnecessary force in making an arrest or in dealing with any prisoner or person.
 - i. Prisoners and suspects shall be treated in fair and humane manner.
 - ii. Prisoners and suspects shall not be struck or have any other form of physical force used upon them except when necessary to prevent an escape, in self-defense, or to prevent injury to another person or damage property.
- D. Deputies shall report each instance of their use of force at the earliest possible time to the supervisor on duty.
 - i. A use of force report will be completed within 24 hours of the incident.

II. Search of Prisoners

- A. The arresting deputy shall search all prisoners.
- B. All prisoners shall be searched by any officer receiving custody, whether such custody be for transportation or detention.
- C. All weapons, items that may be used as weapons, and evidence found upon prisoners shall be seized and placed into the prisoner's property, evidence, or held for safekeeping as appropriate.
- D. After any arrest, the arresting deputy shall search the place of the arrest for weapons or evidence that may have been concealed, dropped, or thrown away by the prisoner.
- E. No strip search of a prisoner, outside of the detention center shall be permitted.
- F. Male deputies will not conduct strip searches on female prisoners.

- G. Female deputies will not conduct strip searches on male prisoners.

III. Handcuffing of Prisoners

- A. All persons arrested outside of the detention center shall be placed in handcuffs with hands placed behind the back, unless a physical condition of the prisoner prevents the proper use of handcuffs.
- B. Handcuffing of prisoners shall apply to all prisoners regardless of age or gender, unless otherwise directed by a supervisor.

IV. Transportation of Prisoners

- A. All prisoners requiring transportation to or from the Sheriff's Office or Detention Center shall be placed in handcuffs or a restraining device.
- B. Transporting deputies will make a reasonable effort to obtain any medication prescribed to the prisoner.
- C. The transportation of prisoners requires that the prisoners be secured with seat belts.
- D. Unless impossible to do, all prisoners shall be transported in the back seat of a caged patrol vehicle.
- E. At no time shall a prisoner be left unattended while in custody.
- F. After transporting prisoners, the officer shall search the area of the vehicle where the prisoners sat, for weapons and evidence.

V. Female Prisoners

- A. At the time of arrest, females shall not be searched by a male officer, unless there is no female officer present or in the approximate area of the arrest.

- i. No distinction shall be made between the searching technique of male and female prisoners.
 - ii. When possible, the search shall be made in such location that prisoners are exposed to the least amount of public embarrassment.
- B. It is the duty of deputies to take possession of hair pins or other articles worn outside the clothing or carried in the hands that are capable of being used as weapons.
 - i. Deputies will search containers, bags, bundles, and other removable property in the possession of the prisoner at the time of arrest.

VI. Juvenile Prisoners

- A. All orders relating to the arrest, detention, and transportation of prisoners shall apply to juveniles.
- B. Juveniles may be detained without arrest during the investigation of a crime of which they are suspects and/or during the determination of whether or not they are runaways.
- C. Juveniles will not be processed in the secure portion of the Detention Center or placed in any locked room.

VII. Booking Procedure

- A. Deputies shall deliver prisoners to the detention center.
- B. Deputies will complete and provide Detention staff with all custody paperwork and forms as required.
- C. No search of body cavities will be made by other than competent medical authority.

By Order of the Sheriff,

ORIGINAL SIGNED

11/20/2012

David S. O'Malley

ALBANY COUNTY SHERIFF'S OFFICE OPERATIONS POLICY MANUAL



SECTION 400 TRAINING

**ALBANY COUNTY SHERIFF'S OFFICE
OPERATIONS POLICY MANUAL**

Training in General

POLICY # 401

NUMBER OF PAGES: 6

SECTION 400 Training

EFFECTIVE: 11/30/12

Purpose

To establish a training program to meet continuous training needs of the Albany County Sheriff's Office. Training is one of the most important administrative responsibilities in any law enforcement agency. Well trained employees are generally better prepared to act decisively and correctly in a broad spectrum of situations.

Policy

It is the policy of the Albany County Sheriff's Office to encourage and facilitate training. Training will be provided to all deputies to accommodate the professional needs, productivity and effectiveness of the Office.

Procedure

I. Functional Responsibilities

- A. The Undersheriff or his/her designee is responsible for:
 - i. Supervision of the overall training functions of the Office.
 - ii. Coordination of the Training Budget.
 - iii. Supervises the developing, scheduling, coordinating, documenting, and evaluating of the training for all employees.
 - iv. An annual review of training equipment and programs.
- B. The Operations Lieutenant is responsible for:
 - i. Assuring that those employees under his command have received all mandatory training and actively encourages specialized and advanced training.
 - ii. Oversee the Patrol FTO Program.

- C. The Detention Lieutenant is responsible for:
 - i. Assuring that those employees under his command have received all mandatory training and actively encourages specialized and advanced training.
 - ii. Oversee the Detentions FTO Program.
- D. The training officer is responsible for:
 - i. Researching and scheduling training opportunities.
 - ii. Maintaining training records.
 - iii. Ensuring training is P.O.S.T. certified.
 - iv. Submitting accreditation documents as required by the state of Wyoming P.O. S.T. rules.

II. Program Responsibility

- A. Program Development
 - i. The development of training and programs may originate with training officers, Supervisors, Division Commanders, The Undersheriff, or Sheriff.
- B. Training needs should be determined by the following:
 - i. Review of new laws, court decisions, and Office directives.
 - ii. Evaluation of the success of training programs in meeting Office objectives.
 - iii. Identification of problems associated with physical facilities materials or scheduling.
 - iv. Consultation with the Sheriff and Command Staff.
 - v. Other resources such as inspection reports, staff reports, consultation with field personnel, training needs questionnaires, and internal affairs reports.
- C. Performing Objectives
 - i. Training programs must relate to job task analysis and incorporate performance objectives
 - a) Information they are required to know,
 - b) The skills, knowledge, and abilities which must be demonstrated, and

- c) The circumstances under which the skills, knowledge, and abilities will be used.
- ii. Objectives should
 - a) Focus on the elements of the job task for which formal training is needed.
 - b) Provide clear statements of what is to be learned.
 - c) Provide the basis for evaluating the participants.
 - d) Provide a basis for evaluation the effectiveness of the training program.

III. Development of Lesson Plans

- A. Lesson plans shall be required for all training courses and must include:
 - i. A statement or performance objectives,
 - ii. Length of instruction,
 - iii. Content of the training, and
 - iv. Specification of the instructional techniques.
- B. Instructors are encouraged to continuously review their lesson plans for an on-going process of improvement.
- C. The objective of lesson plans
 - i. Ensure training topics are addressed completely and accurately.
 - ii. Training in proper sequence with other training materials.
 - iii. Lesson plans bring together the purpose of the instruction.
 - iv. Set forth the performance objectives.
 - v. Relate the training to critical job tasks.
 - vi. Identify matters which will be taught.
- D. Lesson plans should include:
 - i. Teaching techniques,

- ii. Responsibilities of the participants, and
- iii. Plans for evaluation of the participants.

E. Instructional plans may include:

- i. Techniques such as discussion groups,
- ii. Seminars,
- iii. Field experience, and
- iv. Presentations, demonstrations, or role playing simulations.

F. Approval of lesson plans

- i. Lesson plans for training programs must be approved by the Undersheriff to ensure that the plans are complete and consistent with Office policies and procedures, existing state requirements, and current applicable law.
- ii. All handout material shall be submitted with the lesson plan for approval and retention.

G. Use of lesson plans

- i. Lesson plans developed and approved for Office training programs shall be adhered to by the designated instructor to ensure consistency.

H. Evaluation of training programs

- i. Training records shall provide a basis for evaluation of the training program and resources. This evaluation is the responsibility of the Undersheriff.
- ii. This review may include a tabulation of the number of persons trained, the extent of the training provided, and
- iii. May also analyze the need for modification or additions to existing programs.
- iv. This review should evaluate FTO's and instructors.

IV. Attendance Requirements

A. Documentation

- i. Attendance of personnel at training programs shall be documented by the instructor and/or training officer, and will become a permanent training record.

B. Notification

- i. Advanced notice of training programs will be made available to all employees.

C. Required Training

- i. Required training will be attended by employees on administrative leave, unless an injury prohibits their attendance.
- ii. Exceptions:
 - a) Personnel who are on vacation shall not be required to attend training programs.
 - b) Exceptions may be granted by the Division Supervisors for reasonable justification (i.e., court appearances, illness, other Office business of an emergency or serious nature, personal emergencies, or personal conflicts).
- iii. Each employee shall be responsible to make up any required training, which was missed whether excused or not.

V. Testing

- A. For the purpose of evaluating the participants in a training program, a pretest and/or post- test may be required.
 - i. Instructors may use competency-based testing which uses performance objectives and measures participant knowledge of job related skills.
 - ii. Passing and failing scores may be incorporated into the lesson plan.
- B. Whenever an employee does not successfully complete a training program or achieve a passing score, the instructor shall submit a written report to the employee's direct supervisor.
 - i. The written report will include at a minimum:
 - a) Date the training was held.
 - b) Type of training.
 - c) Performance score or percentage achieved by the employee as related to the minimum acceptable score.
 - d) Identification of specific problem areas or portions of the training with which the employee had difficulty.

e) Reschedule date for additional training.

f) If after additional training, the employee does not complete the training program or achieve a passing score, a written report shall be submitted to the Division Commander.

C. Documentation of the test score(s) will be made and become part of the employee's training record.

VI. Training Records

A. Upon completion of each training section, program, or course, employee files will be updated to reflect the acquired training.

i. Name of the personnel attending.

ii. Type of training, subject matter, and court content.

iii. Hours spent in training.

iv. School, agency or instructor providing the training.

VII. FTO Records

A. Shall include daily observation reports.

B. Performance logs/notable actions recorded in the trainee's manual.

C. Final release letters.

i. FTO training records will be maintained in the employee's training file.

VIII. Release of Training Records

A. Office training records shall only be released to outside agencies by the authority of the Sheriff, his designee, or subpoena.

By Order of the Sheriff,

ORIGINAL SIGNED

01/04/2013

David S. O'Malley

#401 Training in General
Training

ACSO Policy Manual
Rev. 062716

**ALBANY COUNTY SHERIFF'S OFFICE
OPERATIONS POLICY MANUAL**

Firearms Proficiency

POLICY # 404

NUMBER OF PAGES: 3

SECTION 400 Training

EFFECTIVE: 11/30/12

Purpose

The Sheriff has delegated the responsibility of developing, implementing, and updating firearms use and training sessions to specific deputies. These training sessions are scheduled periodically and are mandatory for all deputies who are required or authorized to carry a firearm.

Policy

It is the Policy of the Albany County Sheriff's Office that all personnel required or authorized to carry firearms are well trained and proficient in the use and care of firearms.

Procedure

I. Firearms Instructor/Armorer

A. Firearms Instructor

- i. Firearms instructor will be a certified firearms instructor designated by the Sheriff as the lead instructor.
- ii. Firearms instructor shall be responsible for managing the firearms team.
- iii. Firearms shall be responsible for implementing firearms proficiency programs, classroom instruction, and remedial training to members of the firearms team as necessary.

B. Range Officer/Armorer

- i. Range Officers/Armorers shall be certified firearms instructors and/or certified armorers.
- ii. Range officers are members of the firearms team responsible for assisting the firearms instructor with training and proficiency shoots as assigned.

- iii. Range officers are responsible for ensuring all office issued firearms are maintained in good working order.
 - a) Upon notification from any officer that an office issued weapon is malfunctioning, the range officer shall repair the weapon or issue another.
- iv. The Range Officers shall be responsible for tracking an inventory of all office owned firearms.

II. Firearms Training

- A. Firearms training and proficiency shall consist of the following:
 - i. Classroom instruction on the fundamentals of handgun/rifle/shotgun firing.
 - ii. Classroom instruction in firearms safety and preventive maintenance.
 - iii. Range practice and proficiency with the issued/authorized weapon(s).

III. Proficiency Requirements

- A. All sworn personnel of the Office shall be weapons qualified prior to receiving authorization to carry a weapon in an official capacity or to exercise the power of arrest.
 - i. Firearms training shall consist of both classroom and practical exercises as determined by both the range officer and training officer.
 - ii. All deputies shall demonstrate proficiency, at a minimum, annually, with every primary and secondary duty weapon.
 - iii. All deputies must satisfactorily complete all other training as determined by the firearms instructor.
- B. All officers will be scheduled to report at a specific time.
 - i. Officers will be made aware of the nature of proficiency (handgun, rifle, night time, etc.).
 - ii. Officers shall report in full duty uniform with the necessary equipment to complete the proficiency.
 - a) Eye and ear protection are always required.
 - iii. Any officer failing to report, without authorization, on their assigned time will be subject to disciplinary action.

- C. Any officer authorized to carry a firearm who fails to attain a qualifying score, shall attend remedial instruction, and shoot qualifying scores after that instruction.
- i. Until such time the officer qualifies, he/she is not allowed to carry a firearm and will be assigned appropriate duties.
 - ii. After remedial training, an officer will be given a second opportunity to qualify.
 - a) Two (2) back-to-back proficiency scores must be obtained.
 - b) The course of remedial instruction and proficiency attempt will occur within two (2) days.
 - iii. Should an officer still not qualify, he/she is afforded a third opportunity.
 - a) After the second session of remedial training, two (2) back-to-back proficiency scores must be obtained.
 - b) The course of remedial instruction and proficiency attempt will occur within two (2) days.
 - iv. Should an officer fail to qualify on the third attempt, he/she is subject to suspension.
 - a) At the conclusion of suspension, the officer will be given a fourth opportunity to qualify, two (2) back-to-back proficiency scores must be obtained.
 - v. Should an officer fail to qualify on the 4th attempt, the matter will be forwarded to the Sheriff for further disciplinary measures.
 - vi. Any officer who fails to qualify on the first attempt for three consecutive mandated proficiency shoots is deemed incompetent to carry a firearm.
 - a) Any officer unable to qualify, after the above remedial efforts, is considered incompetent to carry a firearms and subject to appropriate administrative or disciplinary action, up to appropriate termination.
 - b) Failure of any officer to qualify may result in dismissal or reassignment.

By Order of the Sheriff,

ORIGINAL SIGNED

11/20/2012

David S. O'Malley

ALBANY COUNTY SHERIFF'S OFFICE OPERATIONS POLICY MANUAL



SECTION 500 OFFICE ADMINISTRATION

**ALBANY COUNTY SHERIFF'S OFFICE
OPERATIONS POLICY MANUAL**

Property Release

POLICY # 501

NUMBER OF PAGES: 5

SECTION 500 Office Administration

EFFECTIVE: 11/30/12

Purpose

The purpose of this order is to set forth clear and specific policies on the release of items logged into Evidence.

Policy

It is the policy of the Albany County Sheriff's Office to permanently release or dispose of property that is not required to be maintained by statute or court order.

Procedure

I. General Evidence Release

- A. Any property or items prohibited by law for an individual to possess will not be released.
- B. A determination must be made about the status of the case.
 - i. Items involved in open cases must be cleared for release by the Albany County Attorney's Office (ACAO) and there must be written documentation from that Office authorizing release.
 - ii. For evidentiary items in closed cases, documentation needs to be located indicating the case is closed.
 - a) WYCJIS conviction data
 - b) Court paperwork
 - c) ACAO paperwork
 - iii. Any items required by law to be retained after a case is closed will not be released without prior written consent of the ACAO.
 - a) Homicide evidence
 - b) DNA evidence (where applicable)

- iv. Evidentiary items in closed cases where appeal is possible, will not be released without prior written consent of the ACAO.
- C. A check will be conducted to ensure the property belongs to the person wishing to pick up the items.
 - i. The person must have legal right to possess.
 - ii. The person needs to have legal claim to the property.
- D. Release of Items
 - i. The person accepting the property must provide valid State or Federal identification.
 - ii. A copy of the identification will be made and retained with the evidence sheet.
 - iii. The receiving party will fill out and sign the evidence sheet, to include: printed name, current address, date, and signature.
- E. Evidence tags, tape, packaging, etc. will be removed where appropriate.
- F. Any items to be released for destruction will be destroyed or disposed of in accordance with current procedure and state law.

II. Controlled Substances

- A. Controlled substances, to include precursor material, paraphernalia, suspect controlled substances, and controlled substances themselves (herein referred to as controlled substances), will not be released to the general public.
 - i. Controlled substances will either be destroyed or released as training aids to the k9 program, as appropriate.
- B. Generally, the case must be closed for release under this policy.
 - i. With permission from the ACAO and under the other requirements of this section, certain items may be removed to be sampled and destroyed, usually in cases involving large quantities of controlled substances or dangerous chemicals.
- C. The ACAP will be contacted with an inventory of the items requested for destruction; to include a case number, item description, defendant's name, and disposition of the case.
- D. An evidence technician with authorization from the State Attorney General will petition the District Court for an order of destruction.

- i. The petition will be attached with a copy of the State Attorney General's authorization paperwork and an evidence inventory sheet describing the items to be destroyed.
 - ii. The inventory will include a list of items to be destroyed, including case number (when known), Defendant's name, item number(s), and a description (to include weight where appropriate).
- E. An evidence technician will arrange for a destruction date for the petitioned items.
- F. The items will be removed from evidence and the items will be signed out for destruction using the evidence form.
- G. Any discrepancies in packaging, weights of items, or other anomalies will be investigated and documented.
- H. Following the destruction of the petitioned items, the original destruction paperwork packet is retained and kept on file in the evidence files.
- I. Evidence forms for all destroyed items shall reflect the items were destroyed, the date of destruction, and the name of the person authorizing the destruction. The evidence form will be retained in the evidence files.

III. Firearms

Firearms. Ammunition, or other related components are herein referred to as "firearms".

- A. Firearms may not be released to persons who are restricted by law
- B. Disposition Determination
 - i. Suicide
 - a) Require paperwork indicating the person requesting possession of the firearm is an executor of the deceased estate or has other ownership interest or claim to the property.
 - ii. Court Ordered Holds
 - a) Require documentation from the Court for release.
 - iii. Safe Keeping
 - iv. Homicide

v. Criminal Action

a) A determination must be made about the status of the case.

C. Release of Firearms

i. Run all serial numbers NCIC prior to release

ii. Release the items

a) The person who is accepting the property will be checked through NCIC for firearms disqualification.

b) The person must have legal right to possess

1) Check for age restrictions (if any) on items to be released and that receiving party meets qualifications

c) The person needs to have legal claim to the property

IV. Found Property

A. A disposition of found property W.S.S 7-2-105

i. Any property or items prohibited by law for an individual to possess will not be released.

ii. The Sheriff's Office shall maintain custody of found property pending;

a) Return to rightful owner

1) If the lawful owner of the property can reasonably be ascertained, the property shall be delivered to him without judicial action.

b) A signed release of property interest by the rightful owner.

c) An order disposal by the court

1) Sold at public auction; or

2) Transferred to the use of the Sheriff's Office.

- B. When personal property not subject to be summarily destroyed is seized or held by the Sheriff's Office, or when property seized by a deputy is delivered to the Sheriff's Office under provisions other than W.S. 35-7-1049, or property is taken into custody as lost, mislaid, or abandoned, the Sheriff's Office shall forthwith ascertain as closely as practicable:
 - i. The approximate value of the property;
 - ii. The facts giving rise to the seizure or custody;
 - iii. The name and position of the person making the seizure or taking the property into custody;
 - iv. The name and address of the owners of the property or those persons who were in possession of the property at the time of the seizure;
 - v. The names and addresses of all persons known to have an interest in the property seized.
- C. Prior to disposal of found property, notice by publication of unclaimed property shall be once each week for two (2) consecutive weeks.
 - i. In disputed ownership cases the burden shall be upon the claimant to show that they are the lawful owners or have a legally recognizable interest in the property.
 - ii. When the property is encumbered, the court shall, after deducting costs, direct the payment of the encumbrance from the proceeds of any sale of the property or distribute the property equitably between those persons having a legal interest.
- D. Sale of the property shall be at public auction to the highest bidder for cash after two (2) weeks public notice as the court may direct.
- E. Seized property that is not subject to W.S. 35-7-1049 may be summarily destroyed, provided the lawful owner has been contacted and has declined to take possession of the property, including:
 - i. Evidence that is no longer needed for the prosecution of a case, or need for purposes of appellate review of the case;
 - ii. Evidence in misdemeanor cases in which the County Attorney has determined that no suspect has been identified or prosecution has not been pursued for at least one (1) year;

- iii. Evidence in felony cases in which the County Attorney has determined that no suspect has been identified or prosecution has not been pursued for at least five (5) years;
- iv. Soiled, defective, broken, or demolished personal property or waste.
- v. Items of found property with a value of not more than fifty dollars (\$50.00) for which the owner cannot be located, or if the owner has not responded after contact was attempted by the law enforcement agency, may be disposed of after the latter of:
 - a) Thirty (30) days after the agency has determined that the owner cannot be located; or
 - b) Thirty (30) days after the agency has attempted on at least three (3) nonconsecutive days to contact the owner without response from the owner.
- vi. Under no circumstances will any item or found property be converted to the personal use of an individual deputy of this office.

By Order of the Sheriff,

ORIGINAL SIGNED

11/20/2012

David S. O'Malley

ALBANY COUNTY SHERIFF'S OFFICE OPERATIONS POLICY MANUAL



SECTION 600 UNIFORMS AND EQUIPMENT

**ALBANY COUNTY SHERIFF'S OFFICE
OPERATIONS POLICY MANUAL**

Appearance, Attire, Equipment

POLICY # 601

NUMBER OF PAGES: 7

SECTION 600 Uniforms and Equipment

EFFECTIVE: 11/30/12

Purpose

To establish employee accountability regarding the uniforms, equipment, and personal appearance of Albany County Sheriff's Office deputies.

Policy

It is the policy of the Albany county Sheriff's Office that employees be well groomed, neat, and professional in appearance.

Procedure

I. Rules and Regulations

A. General

- i. Employees will wear the designated uniform when reporting for duty, while on duty, and during any authorized special assignment. When the uniform is worn, care shall be taken that it fits well, is neat, clean, properly pressed, and that all leather and metal items are polished and in presentable order.
- ii. Civilian employees will wear and maintain an employee uniform as required.
- iii. Employees of the Albany County Sheriff's Office shall be neat in appearance and well groomed.
- iv. While wearing the uniform, employees shall maintain a professional appearance.
- v. When not in uniform or on special assignment, employee dress will be business casual.
- vi. When necessary, the Sheriff may prescribe other types of clothing to be worn.

B. Uniform Shirt

- i. The uniform shirt will be long or short sleeved according to the season. Shirts will be clean and pressed and will not be frayed or torn.
- ii. Uniform shirt will be the issued black shirt, Uniform shirt will be clean and pressed.
- iii. No alterations will be allowed on the length of the sleeves on short sleeved shirts. Long sleeves will be such that when the arms are extended perpendicular to the ground, the edge of the cuff extends only to the area immediately below the wrist bone and above the junction of the wrist with the hand.
- iv. All buttons, except the collar button will be buttoned.
- v. Undershirts will be crew neck black or white in color.

C. Uniform Shirt Accessories

- i. The only authorized uniform shirt accessories are:
 - a) Collar Insignias – The appropriate collar insignia is to be worn just inside the seams at the corner of the collar perpendicular with the collar corner. On an open collar, this will place the insignia at a 45 degree angle.
 - b) Awards – Pins designated an approved by the will be worn on the right/left pocket flap, parallel to the top of the pocket ¼ inch below the seam. The finish will be of the appropriate color.
 - c) Official Agency Patch – Will be displayed on both shoulders of all uniform shirts and jackets and centered one inch below the shoulder seam.
 - d) Sergeant and Corporal Chevrons – Will be displayed on both shoulders of the appropriate ranking officers. The top point will be centered ¼ inch below the office patch. Chevrons will be silver in color.
 - e) Turtleneck, or Dickey – as approved. One of the other may be worn and must be black in color.

D. Uniform Trousers

- i. Duty uniform pants will be the issued B.D.U style pant black in color. Duty pants will be clean, pressed and tailored.

- ii. Bulky objects will not be carried in the pockets. No objects will protrude from the pockets. A clipped folding knife is allowed, as are pens in the designated pocket of the shirt.

E. Uniform Hat

- i. The designated Agency ball cap may be worn while on duty.
- ii. Hats will be worn squarely on the head with the bill of the hat centered over the eyes.
- iii. Winter knit/stocking hat will be solid black in color.

F. Uniform Footwear

- i. Shoes or boots will be plain toe, either “vinyl” or leather and black in color.
- ii. Footwear with buckles will not be worn with the uniform.
- iii. Footwear shall be clean, polished, and in good repair.

G. Uniform Leather Gear

- i. All uniform personnel will wear a two and one half inch width black utility belt. The belt will be either vinyl or leather with a standard basket weave pattern.
- ii. Duty suspenders may be worn for support.
- iii. All weapons holsters, utility cases, holders, pouches, etc... must be black vinyl or leather with a standard basket weave pattern. Other accessories, pouches, or cases not meeting these criteria must be approved by the Sheriff or defined in this manual.

H. Inclement Weather

- i. Inclement weather uniform items consist of an office issued raincoat, office issued winter coat, and light jacket.

I. Special Uniforms

- i. Uniform specifications for specific functions, Search & Rescue, Forest Patrols, K-9 Etc... will be defined in their respective policies or duties.

J. Excluded Items

- i. The following items are excluded from use by Agency personnel:
 - a) No dangling earring or any type of ornament will be affixed to the ear, while in uniform. Females with pierced ears may wear small post earrings.
 - b) Personal ornaments or excessive jewelry shall not be worn while in uniform nor shall they be affixed to any part of the uniform, unless authorized by the Sheriff. Wedding rings may be worn, as will religious necklace insignias as long as they are under the uniform shirt.
 - c) No deputy shall wear any type emblem or insignia upon his/her uniform denoting membership in a specialized or particular squad or function of the agency unless approved by the Sheriff.
 - d) No political material of any type may be worn on the uniform.

K. Care of Equipment

- i. All equipment and uniform items supplied to deputies shall be noted on an inventory list, which is to be kept in each deputy's personnel file.
 - a) All additions and deletions to an officer's equipment/uniform supply shall be noted on the officer's inventory list.
 - b) All optional equipment a deputy may want to use on duty must be given prior approval by the shift supervisor.
 - c) No deputy shall substitute personal equipment for that which has been supplied by the Office, unless prior approval has been given by the Sheriff.
- ii. Each deputy shall be responsible for the uniform attire he receives from the Albany county Sheriff's Office.
 - a) Items lost or damaged due to negligence shall be replaced at the expense of the deputy.
 - b) Any issued items that are replaced due to normal wear and tear use will be replaced by the office.
 - c) At the time of termination of employment, a deputy not returning or accounting for each uniform item listed on the inventory list shall become indebted to the Albany County Sheriff's Office for the replacement price of the missing item(s).

- iii. Each deputy shall be responsible for the equipment he receives from the Albany County Sheriff's Office.
 - a) All equipment issued to patrol deputies shall be in good condition and suitable for the use intended.
 - b) Approved personal equipment shall be in good condition and suitable for the use intended.
 - c) Deputies shall maintain equipment issued by the Office and approved personal equipment to make certain that it remains in good condition and suitable for the use intended.
 - d) Items of equipment owned and issued by the Office replaced due to misuse, neglect, or negligence shall be replaced at the expense of the individual officer.
 - e) At the time of termination of employment an officer not returning or accounting for each issued piece of equipment owned by the Office as listed on the inventory list shall become indebted to the Albany County Sheriff's Office for the replacement price of the missing equipment.

L. Criminal Investigations Dress Code

- i. An investigator may dress casual.
- ii. Investigators will adhere to the office's hair and facial hair policy.
- iii. Investigators will be required to carry their firearms and handcuffs whenever on duty unless prior approval is given.
- iv. Investigators must carry hand held radios when away from the office or their vehicle unless the nature of the investigation prohibits it.
- v. Deputies assigned to special investigative duties may be exempt from the office's grooming policy when authorized by the Sheriff.

M. Court Dress

- i. The following attire will be appropriate in court:
 - a) Uniform or coat and tie with dress slacks for males, and appropriate business-like dress for females.

N. Civilian Personnel

- i. Office personnel shall dress in a business-like manner. There shall be no bare feet, halter tops, shorts, tank tops, or "T"-Shirts worn while on duty by any employee unless necessary for special assignment authorized by the Sheriff.

O. Turning in Equipment Upon Termination/Resignation

- i. When any deputy resigns, is terminated, or leaves a special assignment, all county issued property will be turned into that deputy's immediate supervisor. This must be done before the issuance of a final pay check.

P. Hair

- i. Hair regulations for the Sheriff's Office:
 - a) The hair will be neatly groomed and worn in such a manner as to not hang over the forehead under the regulation cap.
 - 1) Hair will always be neatly groomed.
 - b) The hair at the back of the head may be worn in a full style. No hair will be allowed to extend over the collar.
 - c) Sideburns are permitted, provided they are neatly trimmed.
 - d) The hair should not cover the ears or extend below the normal hairline.
 - e) Wigs or hair pieces can only be worn with authorization from the Sheriff.
 - f) Hair color can be red, blonde, black, grey, brown or any natural variation of those colors.
 - g) Hair length will be mostly consistent in length and styles such as Mohawk's, or partially shaven heads will not be allowed.
 - h) Female uniform deputies are required to wear their hair to comply with the standards of the Sheriff's Office. Female deputies are permitted to wear their hair pinned up or in a ponytail while on duty.
 - 1) Ponytails and hairpins could potentially be an officer safety issue.
 - i) A mustache is permitted provided it is neatly trimmed.

- 1) It cannot turn upward or be worn in a twisted manner.
 - 2) It cannot be of a “handle bar” style, and cannot be waxed on the ends.
- j) A beard or goatee is permitted provided the beard is worn with a mustache.
- 1) Beard & mustache will be groomed, trimmed, and not patchy in appearance.
 - 2) Beards that are in a constant state of transition between clean shaven and growth will not be accepted.
- k) All areas not affected by a mustache and beard must be clean-shaven when reporting for duty.
- l) Members of the Investigative Division are required to comply with all rules regarding hair styles.
- m) An exemption from the above rules requires authorization from the Sheriff.

By Order of the Sheriff,

ORIGINAL SIGNED

03/07/2017

David S. O'Malley

**ALBANY COUNTY SHERIFF'S OFFICE
OPERATIONS POLICY MANUAL**

Vehicle Assignment

POLICY # 602

NUMBER OF PAGES: 5

SECTION 600 Uniforms and Equipment

EFFECTIVE: 11/30/12

Purpose

Albany County Sheriff's Office personnel are assigned vehicles to increase response times, availability of personnel, personal accountability in the care of Office owned equipment, and decrease the cost of maintenance and repair, thereby increasing the service life of Sheriff's vehicles.

Policy

It is the policy of the Albany County Sheriff's Office to assign vehicles to personnel based on their assignment and need while increasing the availability of personnel in both normal operations and emergency situations.

Procedure

I. Vehicle Assignments

- A. Deputies are assigned vehicles based on their assignment and needs of the Sheriff's Office as determined by the Sheriff or his designee.
 - i. Deputies may make the decision to leave their assigned vehicles at the Sheriff's Office while on vacation or extended absence.
 - ii. In these instances, personnel are still responsible for following applicable portions of this policy.
- B. A deputy may be denied participation in the program regardless of assignment if, in the judgment of the Sheriff, the deputies' duties and responsibilities would not justify the assignment of a vehicle.

II. General Regulations for Take-home Vehicles

- A. Under normal circumstances and when not called to duty, take-home vehicles shall not be used for personal matters or business on days off.
 - i. Exceptions may include travel to training and transport of vehicle for maintenance.
- B. Deputies will not presume any special privileges with a Office vehicle when off duty. Deputies shall obey all traffic regulations.
- C. General rules of conduct covering an officer on duty in uniform will also apply to an officer when off duty and in civilian clothes while operating an office vehicle.
- D. All deputies assigned a Sheriff's Office vehicle shall exercise good judgment in utilizing the assigned vehicle and shall not drive or use the vehicle in a manner that may cause unfavorable comment or reflect discredit on the Sheriff's Office.
- E. When off duty and operating an office vehicle, all personnel shall be appropriately equipped to effectively perform a police function.
 - i. When performing a police function, a badge, firearm, handcuffs, and Sheriff's Office credentials shall be in possession.
- F. Any firearms that are left in the vehicle shall be secured by a weapon lock when available. No weapons shall be left in a vehicle while the vehicle is being serviced. Firearms shall be removed and safely stored each time the vehicle is parked for an extended period of time, unless parked in a secured garage.
- G. No unauthorized personnel or family member may ride in an office vehicle without prior approval from the on-duty supervisor, team leader, Lieutenant, Undersheriff, or Sheriff.
 - i. Exception: This does not apply to a deputy in the official performance of his duties.
- H. Vehicle safety belts will be worn by all office personnel and shall be worn by all ride-a-longs and non-law enforcement passengers in accordance with the manufacturer instructions, during patrol vehicle operation. Prisoners shall be strapped in with seat belts whenever possible.
 - i. Exception: When approaching an incident scene or a call where the deputy believes that a rapid exit from the vehicle may be required, the deputy may release the seat belt while the vehicle is still in motion.

- I. If a deputy is going to consume an alcoholic beverage, he shall not drive an Office vehicle, nor shall he purchase or transport any alcoholic beverages except in the official performance of his duties.
 - i. Deputies shall not operate an Office vehicle while under the influence of alcohol to any degree or while under the influence of any medications that may impair their ability to safely operate a motor vehicle.
- J. While using an Office vehicle the police radio will be on. Radio communications will be restricted to Office business only.
- K. Off duty action to be taken:
 - i. If a minor or non-emergent situation is encountered while off duty, deputies shall summon an on-duty deputy to handle the call and stand by until they arrive, then assist as needed.
 - ii. In the event of an emergent call the off-duty deputy will handle the call as necessary. Officer safety will be considered at all times.
 - iii. Deputy discretion is strongly advised when considering an off-duty traffic action. The nature of the call or stop, the fact that a full uniform is not being worn, and the possibility of not being clearly recognized as a police officer shall all be considered when an off-duty stop is contemplated.
 - iv. When deciding to take action in an off-duty capacity, the on-duty supervisor shall be notified as soon as possible and informed of the circumstances of the stop.
- L. Unattended Sheriff's vehicles shall be locked at all times.
- M. During vacations or extended periods when the deputy is out of town, assigned Sheriff's vehicles may be secured in the Sheriff's Office evidence parking area.
- N. Sheriff's vehicles shall not be used for carrying heavy loads and will not have objects protruding from the trunk or windows at any time, unless necessary to transport items of evidence or property in pursuit of official business.
 - i. When transporting items such as this, extreme care shall be taken.
- O. Only authorized equipment, stickers, emblems, or other ornamentation is allowed inside or outside Sheriff's vehicles.
- P. No unauthorized modifications, personalization, or alteration is allowed.

- Q. Only Office personnel may operate Sheriff's vehicles.
 - i. Exceptions may be made under exigent circumstances.
- R. Assigned Sheriff's vehicles shall not be driven when the assigned deputy is on light duty or is otherwise determined to be unfit for full duty.

III. Inspections

- A. Deputies assigned to Sheriff's vehicles shall be responsible for checking the condition and operability of the vehicle as soon as possible when beginning a tour of duty by:
 - i. Visually inspecting the exterior and interior of the vehicle for any damage to the vehicle or its equipment;
 - ii. Checking all electrical systems to ensure they are functioning properly; and
 - iii. Noting any mechanical problems that may be evident.
- B. Any noted damage to the vehicle or its equipment shall be reported immediately to the shift supervisor and written memo shall be prepared as soon as possible and forwarded through the chain-of command to the appropriate supervisors or designee.
- C. In the event of a mechanical problem or malfunction not involving damage to the vehicle or equipment, the shift supervisor shall be notified as soon as possible and the condition noted by submission of a vehicle work order.
- D. It is the responsibility of the deputy to properly check oil, fluids, and air pressures of the vehicle they are assigned for use. It is essential that each deputy immediately reports any form of mechanical issues with the vehicle and take the appropriate steps to have them addressed as soon as practical. Deputies failing to do so may be held responsible for the damages.

IV. Unattended Vehicles

- A. No vehicle assigned to an officer will be left unattended while unlocked and/or with the keys in it.
- B. In certain cases during extremely cold weather or in cases where the vehicle battery is being charged, a vehicle may be left running while unattended. In these cases, the vehicle shall be locked.
- C. It is recognized that there may be some situations where exigent circumstances may arise necessitating or preventing a deputy from complying with this order. In such cases, the deputy will arrange to have the vehicle secured as soon as possible.

V. Refueling Vehicles

- A. All county owned vehicles will be refueled using the refueling station located at the county shop unless otherwise authorized by the Sheriff or his designee.
- B. It is the duty and responsibility of each deputy to refuel his/her vehicle by the end of his/her tour of duty.

VI. Maintenance of Sheriff's Vehicles

- A. The deputy assigned to an Office vehicle shall be fully responsible for ensuring the general maintenance and proper care of the vehicle is completed.
- B. Under no circumstances shall a deputy:
 - i. Perform mechanical work on the vehicle;
 - ii. Alter the body, general design, appearance, markings, mechanical, or electrical system of the vehicle;
 - iii. Add any accessories or equipment without express approval from the Sheriff;
 - iv. Except for very minor and necessary repairs, officers shall have authorized technicians and/or mechanics perform all maintenance and service.
- C. Deputies shall be responsible for the appearance and cleanliness of the vehicle.
- D. Deputies will change flat tires and repairs to the tire will only be made by authorized technicians.
- E. Damage to Sheriff's vehicles caused by negligence will be cause for disciplinary action that could include removal of the officer from the take-home plan and responsibility for the damages.
- F. All personnel who are assigned an Office vehicle shall closely monitor and adhere to the manufacturer's prescribed maintenance schedule, in accordance with Office direction.

By Order of the Sheriff,

ORIGINAL SIGNED

11/14/2012

David S. O'Malley

**ALBANY COUNTY SHERIFF'S OFFICE
OPERATIONS POLICY MANUAL**

Soft Body Armor

POLICY # 603

NUMBER OF PAGES: 2

SECTION 600 Uniforms and Equipment

EFFECTIVE: 11/30/12

Purpose

The purpose of this policy is to provide sworn members of the Albany County Sheriff's Office with guidelines for the proper use and care of soft body armor (ballistics vest).

Policy

It is the policy of the Albany County Sheriff's Office to help maximize officer safety with soft body armor in combination with prescribed safety procedures.

It shall be the policy of the Albany County Sheriff's Office to issue Soft Body Armor (vest) to all sworn personnel.

Procedure

I. Issue

- A. All sworn personnel of the Albany County Sheriff's Office will be issued Soft Body Armor.
- B. All body armor issued shall comply with protective and related requirements prescribed under current standards of the National Institute of Justice.
- C. Personnel wishing to purchase their own Soft Body Armor may do so after approval from the Sheriff and at their own expense.
- D. Body armor that is worn or damaged will be replaced by the office in accordance with guidelines and protocols established by the national Institute for Justice.

II. Use

- A. Deputies shall wear only body armor approved by the Albany County Sheriff.

- B. Deputies are required to wear Soft Body Armor whenever performing on-duty or extra-duty assignments while in uniform where enforcement actions can reasonably be expected.
- C. All personnel assigned to pre-planned, plain clothes high risk details will wear Soft Body Armor.
- D. Administrative duties, support staff, and Search & Rescue operations are exempt. Other exemptions include, but are not limited to:
 - i. When there is a documented medical condition, which would preclude the wearing of body armor.
 - ii. When the Deputy is engaged in undercover or plain-clothes operations that his/her supervisor determines could be compromised by wearing body armor.

III. Responsibility

- A. Deputies shall routinely inspect personal body armor for signs of damage and wear.
- B. Deputies are responsible for the proper storage, maintenance, care, and cleaning of body armor in accordance with manufacturer's instructions.
- C. Deputies are responsible for reporting damage or excessive wear to the ballistic panels or cover to their supervisor.

By Order of the Sheriff,

ORIGINAL SIGNED

11/22/2012

David S. O'Malley

**ALBANY COUNTY SHERIFF'S OFFICE
OPERATIONS POLICY MANUAL**

Stop Stick

POLICY # 604

NUMBER OF PAGES: 3

SECTION 600 Uniforms and Equipment

EFFECTIVE: 11/30/12

Purpose

The purpose of this order is to advise all officers of the conditions by which Stop Sticks may be used.

Policy

It is the policy of the Albany County Sheriff's Office to utilize a tire deflation device, which gradually releases air from the tire of fleeing vehicle facilitating a safe controlled stop.

Procedure

I. Authorized Use and Limitations

- A. Deputies shall become familiar with the use and deployment of the Stop Stick prior to use.
- B. Stop Sticks will be used in a manner consistent with training, manufactures recommendation, and in accordance with this policy.
- C. The Stop Stick may be used to stop an automobile or truck under the following conditions:
 - i. Stopping a suspect vehicle being pursued by a law enforcement officer.
 - ii. Stopping the vehicle of a traffic violator when it becomes apparent that the violator will not yield and:
 - a) His driving actions are such that there is danger to the driving public or public in general or,

- b) His escape will endanger the public if the apprehension of the driver is not affects or,
 - c) If the person(s) and vehicle cannot be identified and apprehended at a later time.
- D. It is expected that the use of the Stop Stick will be preplanned to the greatest extent possible.
- E. The Stop Stick shall be made available to other Law Enforcement agencies upon their request.
- F. Stop Sticks shall not be deployed for use on motorcycles, unless deadly force is justified.
- G. Stop Sticks shall not be deployed on a curve, in area of steep embankments, or in areas of heavy traffic congestion.

II. Deployment

- A. The deploying deputy shall set up the Stop Sticks at a prominent location.
- B. Upon notification of deployment and in anticipation of use of the Stop Stick, the unit will proceed to the route of travel in advance of the target vehicle and take a position in the opposite lane of travel.
 - i. Whenever possible, additional patrol vehicles will be dispatched to positions a safe distance behind the deploying unit to prevent vehicular traffic from reaching the deployment scene.
- C. Deploying deputies will notify pursuing units the location in which Stop Sticks will be deployed.
- D. Stop Sticks shall be deployed in such manner that pursuing units will be given ample time to avoid the Stop Sticks.
- E. After deployment and use of the Stop Sticks, the sticks shall be removed to allow the pursuit officers to pass.

- F. The deployment officer shall note number of tires deflated, and damage as a result of use.

III. Notification Required

- A. An incident report shall be made and supplement written by the deployment officer following use of the follow spike strip.
- B. The report shall note all circumstances leading up to deployment of the spikes and results of using the stop sticks.
- C. The deployment officer shall notify the shift supervisor immediately, upon use of the stop sticks.
- D. The Operations Lieutenant, Undersheriff, and Sheriff shall be immediately notified upon the serious injury or death involved with any person because of deployment.

By Order of the Sheriff,

ORIGINAL SIGNED

11/27/2012

David S. O'Malley

**ALBANY COUNTY SHERIFF'S OFFICE
OPERATIONS POLICY MANUAL**

Electronic Control Device

POLICY # 605

NUMBER OF PAGES: 7

SECTION 600 Uniforms and Equipment

EFFECTIVE: 12/01/13

Purpose

This policy provides guidelines for the issuance and use of electronic control devices (ECD). As with any law enforcement equipment, the electronic control device has limitations and restrictions. Electronic control devices are intended to control a violent or potentially violent individual, while minimizing the risk of serious injury.

Policy

It is policy of the Albany County Sheriff's Office to issue and authorize the use of an electronic control device as an additional use of force option. The use of an ECD is considered a "use of force" and must not be punitive. The use of an ECD is allowable to gain control and/or overcome resistance. ECDs will be used in such a manner consistent with certified training and in accordance with this general order.

Procedure

I. Authorization

A. Authorized ECD

- i. Taser X26
- ii. Electronic Restraints
 - a) React Belt
 - b) Bandit

B. Training

- i. Deputies authorized to carry or utilize any ECD shall be permitted to do so only after successfully completing the initial Office approved training.
- ii. Re-certification and annual Proficiency training will be required.

- a) All training and proficiency for ECD's will be documented in the deputy's training file.
- iii. Application of ECD's during training could result in injury and will not be mandatory for certification.

C. Care

- i. Deputies carrying the ECD should perform the manufacturer's recommended function check on the unit prior to every shift.
- ii. Deputies shall be responsible for ensuring that their issued ECD is properly maintained and in good working order.
- iii. When carried while in uniform, deputies shall carry the ECD in a weak-side holster on the side opposite the duty weapon.
- iv. All ECD's shall be clearly and distinctly marked to differentiate them from the duty weapon and any other device.
- v. Deputies should not hold both a firearm and the ECD at the same time.

D. The use of an ECD is considered a "use of force" and must not be punitive.

- i. The ECD shall not be used to psychologically torment.
- ii. Elicit statements, or
- iii. Punish any individual.

II. Use of the ECD

A. Verbal and Visual Warnings

- i. A verbal warning of the intended use of the ECD should precede its application, unless;
 - a) It would otherwise endanger the safety of deputies, or

- b) It is not practicable due to the circumstances.
- ii. the purpose of the warning is to:
 - a) Provide the individual with a reasonable opportunity to voluntarily comply.
 - b) Provide other deputies with a warning that the ECD may be deployed.
- iii. The fact that a verbal or other warning was given or the reasons it was not given shall be documented by the deputy deploying the ECD.

B. ECD Application

- i. The ECD may be used when
 - a) The circumstances perceived by the deputy at the time indicate that such application is reasonably necessary to control a person.
 - b) The subject is violent or is physically resisting,
 - c) The subject has demonstrated, by words or action, an intention to be violent or to physically resist,
 - d) And reasonably appears to present the potential to harm deputies, him/herself or others.
- ii. Mere flight from a pursuing deputy, without other known circumstances or factors, is not cause for the use of the ECD to apprehend an individual.

C. Deployment Considerations

- i. The use of the ECD on certain individuals should generally be avoided unless;
 - a) The totality of the circumstances indicates that other available options would be ineffective, or
 - b) The deputy reasonably believes that the need to control the individual outweighs the risk of using the device. These individuals include;

- 1) Individuals who are known to be pregnant.
- 2) Elderly individuals, or
- 3) Obvious juveniles.
- 4) Individuals with obviously low body mass.
- 5) Individuals who are handcuffed or otherwise restrained.
- 6) Individuals who have been recently sprayed with a flammable chemical agent or who are in close proximity to any known combustible vapor or flammable material.
- 7) Individuals whose position or activity may result in collateral injury (e.g., falls from height, operating vehicles).

ii. Drive-Stun

- a) The use of the Drive-Stun mode generally should be limited to supplementing the probe-mode to complete the circuit, or
- b) As a distraction technique to gain separation between deputies and the subject.

D. Targeting Considerations

i. Center Mass

- a) Reasonable efforts should be made to target lower center mass.

ii. Sensitive areas should be avoided, areas considered sensitive are:

- a) Head,
- b) Neck,
- c) Groin,

d) Face, and

e) Female breast.

- iii. If the dynamics of a situation or officer safety do not permit the deputy to limit the application of the ECD to a precise target area, deputies should monitor the condition of the subject if one or more probes strike a sensitive area until the subject is examined by medical personnel.

E. Multiple ECD Applications

- i. Deputies should apply the ECD for only one standard cycle and then evaluate the situation before applying any subsequent cycles.
- ii. Multiple applications of the ECD against a single individual are generally not recommended and should be avoided.
- iii. If the first application of the ECD appears to be ineffective in gaining control of an individual, the deputy should consider certain factors before additional applications of the ECD, including:
 - a) Whether the ECD is making proper contact.
 - b) Whether the individual has the ability and has been given a reasonable opportunity to comply.
 - c) Whether verbal commands, other options or tactics may be more effective.
- iv. Deputies should generally not intentionally apply more than one ECD at a time against a single subject.

F. Dangerous Animals

- i. The ECD may be deployed against a potentially dangerous animal if the animal appears to pose an imminent threat to human safety.

III. Post ECD Deployment

A. Medical Treatment

i. Probe removal protocol:

- a) The arresting Deputy will be responsible for Probe removal in non-sensitive areas.
- b) Probes in sensitive areas shall be removed by medical personnel unless time and circumstances prohibit it.
- c) Used ECD probes shall be treated as a sharps biohazard, and handled appropriately. Universal precautions should be taken.

ii. Medical Assessment

- a) All persons who have been struck by ECD probes or who have been subjected to an electric discharge shall be assessed for injury.
- b) Additionally, any such individual in the following circumstances, should, as soon as practicable, be examine by qualified medical personnel:
 - 1) The person may be pregnant.
 - 2) The person reasonably appears to be in need of medical attention.
 - 3) The ECD probes are lodged in a sensitive area (e.g., groin, female breast, head, face, neck).
 - 4) The person requests medical treatment.
- c) Any individual exhibiting signs of distress or who is exposed to multiple or prolonged applications shall be transported to a medical facility for examination or medically evaluated prior to booking.
 - 1) If any individual refuses medical attention, such a refusal should be witnessed by another deputy and/or medical personnel and shall be fully documented in related reports. If an audio recording is made of the contact or an interview with the individual, any refusal should be included, if possible.

- d) The transporting deputy shall inform any person providing medical care or receiving custody that the individual has been subjected to the application of the ECD.

B. Documentation

- i. Deputies shall notify a supervisor of all ECD discharges.
- ii. The cartridge serial number should be noted and documented on the report.
- iii. If the suspect's health is at issue after use of an ECD, then all parts of the cartridge, to include probes, should be maintained intact and placed into evidence.
- iv. The evidence packaging should be marked "Bio-hazard" if the probes penetrated the subject's skin.
- v. Pointing the ECD at a person, laser activation and arcing the device will be documented in the use of force report.

By Order of the Sheriff,

ORIGINAL SIGNED

11/27/2012

David S. O'Malley

ALBANY COUNTY SHERIFF'S OFFICE

OPERATIONS POLICY MANUAL

Less Lethal “bean bag” 12-Gauge shotguns			
POLICY#	606		NUMBER OF PAGES: 2
SECTION	Uniforms and equipment	EFFECTIVE:	1/31/17

Purpose:

It is the purpose of this order is define guidelines regarding the use of a less lethal “bean bag” 12 gauge shotgun while on patrol.

Policy:

The Albany County Sheriff's Office has issued less lethal shotguns and impact munitions to select trained Deputies, to provide those Deputies with additional use of force options for gaining compliance of resistant or aggressive individuals in arrest or other enforcement situations. It is the policy of this office that Deputies may use the less lethal bean bag shotgun when warranted, but only in accordance with the guidelines and procedures set forth in this policy and training.

Procedure:

- I. Training
 - A. Only Deputies who have successfully completed the specific Office approved training, and have demonstrated proficiency in the use of less lethal force shotguns will be authorized to deploy 12 gauge bean bag rounds.
 - B. Deputies will be required to attend a re-certification course annually and to show proficiency
- II. Office approved 12 gauge shotguns/bean bag munitions
 - A. Only Office approved 12 gauge bean bag rounds, and shotguns assigned for the exclusive deployment of the 12 gauge bean bag round will be authorized for use by trained Deputies.
 - B. Shotguns available to use as the less lethal platform will be designated by orange stocks and fore ends. This is to clearly differentiate them from the standard shotguns and to clearly differentiate to the public and other Deputies the deployment of the less lethal platform.
 - C. At no time should less lethal bean bag rounds be fired or chambered in a non-designated less lethal shotgun

III. Securing the less lethal shotgun

- A. Shift supervisors will ensure that the less lethal shotguns are deployed in the field.
- B. Less lethal shotguns will be stored unloaded in a gun locker in the report room at the Sheriff's Office, or passed between shifts.
- C. Once the Deputy has been tasked with deployment, the Deputy shall check the system for readiness and will either place the weapon system in its case within his or her vehicle, or placed in a rifle/shotgun lock.

IV. Deployment

- A. 12 gauge bean bag rounds should only be used at distances consistent with training as defined by less lethal and use of force training.
- B. The use of 12 gauge bean bag rounds will be at the discretion of the Deputy on scene.
- C. A Deputy will have a cover unit with lethal cover available when practical.

V. Uses

- A. The less lethal shotguns may be used as an alternative to resolve situations in a less lethal manner.
- B. Deputies should not interpret this policy to mean that a bean bag shotgun replaces the use of deadly force, when deadly force is justified.
- C. Less lethal shotguns may be deployed (consistent with training) in circumstances which include, but not limited to the following:
 - a. Suicidal subject (where a weapon is displayed)
 - b. Subject is armed with a knife or other weapon (not a firearm)
 - c. Subject violently resisting arrest, where the risk of other defensive tactics would place Deputies at risk by being in contact range of the suspect.
 - d. Hostile or aggressive animals where the discharging of a firearm would be inappropriate.

VI. Reporting

- A. When a Deputy discharges or "covers" a suspect with a less lethal shotgun, they are required to write a use of force report.

VII. Evidence

- A. Any impact projectiles that are fired and/or strike a person shall be preserved as evidence if possible.

VIII. Medical

- A. Any person who has been struck/injured with impact projectiles shall be provided medical treatment as necessary.

BY ORDER OF THE SHERIFF,

____ORIGINAL SIGNED_____

David S. O'Malley

**ALBANY COUNTY SHERIFF'S OFFICE
OPERATIONS POLICY MANUAL**

In Car Video

POLICY # 607

NUMBER OF PAGES: 4

SECTION 600 Uniforms and Equipment

EFFECTIVE: 11/30/12

Purpose

The purpose of this policy is to establish guidelines for the use of the in-car video system and the handling of subsequent data.

Policy

It is the policy of the Albany County Sheriff's Office to utilize use in-car video systems to provide accurate documentation of events, actions, conditions, and statements made during law enforcement contacts. It is a goal within the Sheriff's Office to eventually have all patrol vehicles outfitted with in-car video systems as the budget allows.

Procedure

I. Care of In-Car Video Systems

- A. Installation and maintenance of video systems will be conducted by trained professionals and will not be altered without the consent of the Sheriff.
- B. The proper care of the video system installed in an ACSO vehicle is the responsibility of the employee operating that vehicle.
 - i. Employees shall operate the equipment according to their ACSO training on the device.
 - ii. Employees shall not remove, dismantle, or tamper with the video system.
 - iii. Employees shall not alter any settings under the supervisory menu.
 - iv. Prior to using the system, employees will take reasonable efforts to ensure that the video system is functioning correctly by confirming system power-up.

- a) Any abnormalities or perceived problems should be addressed as soon as practical to the supervisor and system administrator.

II. Operation of the In-Car Video System

- A. In-Car video recording is automatically initiated when the vehicle's emergency lights are activated, or as otherwise set up by the installer or administrator. Additionally, a Deputy may manually turn on the unit using the procedures specific to their video system.
 - i. In-Car video and audio recording, when available, should be used to record the following:
 - a) Emergency vehicle operations
 - b) Traffic stops
 - c) Vehicle pursuits
 - d) Transports of persons in custody
 - e) Transports of non-custodial juveniles or members of the opposite sex
 - f) Official law enforcement contacts
 - g) Transports of persons not in custody (e.g. courtesy rides)
 - ii. Deputies shall make reasonable efforts to use the video system to accurately record events by:
 - a) Wearing the external transmitter/microphone while on duty and in a position so that it may be used to adequately record audio.
 - b) Leaving the interior microphone power "On" so the transmitter/microphone can record audio at the deputy's discretion (in accordance with the above policy) when the video system is recording.
 - c) Reasonably positioning the camera to record events.

- B. Once a recording is completed, Deputies shall make every effort to document a disposition of the recording by entering an appropriate number or code to reflect the case number, citation number, warning, or other similar information.

III. Data Transfer and Documentation

- A. Deputies are responsible for bringing in their data storage devices before the device is close to maximum capacity; preferably at least once during an on-sift week, but at least frequently enough to ensure the ability to record required events during the course of their shift.
- B. Deputies shall place their data storage device in an area designated by the system administrator and notify the system administrator of the fact.
- C. Data storage devices will be downloaded or otherwise prepared for re-use by the system administrator or their designee, and returned for use in a timely manner.
- D. Requests for recording of downloaded data/recordings shall be made in writing to the system administrator or their designee.
 - i. Requests will include as much information as possible regarding the date, time, duration, and disposition of a given event or series of events. Additionally, the user number or other identifier of the Deputy responsible for recording the event shall be included.
- E. Requests for recording may be made for official purposes only, to include but are not limited to: requests from the Court system, the County Attorney's Office or other similar entities, and for training purposes.
- F. Copies of recordings for purposes not associated with the investigation or prosecution of a violation of law will only be made and or created subject to
 - i. Permission of the Sheriff
 - ii. Required by court order

IV. Data Management

- A. Video and audio system recordings shall be safeguarded similarly to other forms of evidence.

- B. Recorded events shall be retained on a secure computer server, or other external storage device until the case has been adjudicated, or otherwise disposed of. Prior to intentional deletion or destruction of recordings, the retention schedule should be checked to ensure compliance.
 - i. In cases where citations or criminal charges are recorded, the recordings shall be retained at a minimum until all court proceedings have been completed.
 - ii. In cases where civil litigation is indicated, recordings shall be retained for five (5) years after the recording takes place.
 - iii. In cases where the recording does not contain either of the above, for instance non-evidentiary video, those recordings will be maintained for a minimum of two years.
- C. Prior to intentional deletion or destruction of the data recording, a review of the video by the system administrator or their designee will be completed.

By Order of the Sheriff,

ORIGINAL SIGNED

11/27/2012

David S. O'Malley

**ALBANY COUNTY SHERIFF'S OFFICE
OPERATIONS POLICY MANUAL**

Baton

POLICY # 608

NUMBER OF PAGES: 2

SECTION 600 Uniforms and Equipment

EFFECTIVE: 11/30/12

Purpose

The purpose of this policy is to establish guidelines for the use baton and required training.

Policy

It is the policy of the Albany County Sheriff's Office that the use of a baton is allowed to gain control, overcome resistance, or to defend when attacked.

Procedure

I. Use

- A. Batons will be used in such a manner consistent with certified training and in accordance with this general order.

II. Authorized Batons

- A. Expandable batons are authorized for the Albany County Sheriff's Deputies use.
 - i. Expandable batons shall not be less than 15 ½ inches and no more than 26 ½ inches in length.
- B. 26 inch straight wooden baton.
- C. Any other baton approved in writing by the Sheriff.

III. Use of Batons

- A. Batons may be carried for daily duty use by those Deputies who have successfully completed a certified baton use training program for the style of baton carried.
- B. Baton will be used in such a manner consistent with the Deputy's training and in accordance with current use of force policies.

- C. The use of a baton is considered a “use of force” and must not be punitive.

IV. Use of Force Reports.

- A. Use of force reports are to be completed and forwarded for review, if the baton is utilized.

By Order of the Sheriff,

ORIGINAL SIGNED

11/27/2012

David S. O'Malley

**ALBANY COUNTY SHERIFF'S OFFICE
OPERATIONS POLICY MANUAL**

Body Worn Cameras

POLICY # 609

NUMBER OF PAGES: 6

SECTION 600 Uniforms and Equipment

EFFECTIVE: 03/08/16

Purpose

This policy is intended to provide deputies with instructions on when and how to use body-worn cameras (BWC) so that they may reliably record their contacts with the public.

Policy

It is the policy of the Albany County Sheriff's Office to utilize BWC's to assist and compliment deputies in the performance of their duties. The BWC provides documentation of events, actions, conditions, and statements made during law enforcement contacts, supplemental to the deputy's report. Video or audio recordings captured by the BWC may be an important tool for collecting evidence. BWC video and audio cannot always depict the full incident nor does it capture an entire scene. This policy is not intended to describe every possible situation where the system may be used; however, there are many situations where the use of the BWC is recommended.

Procedure

I. Administration

- A. This agency has adopted the use of the BWC to accomplish several objectives. The primary objectives are as follows:
 - i. BWCs allow for accurate documentation of deputy-public contacts, arrests, and critical incidents. They also serve to enhance the accuracy of deputies' reports and testimony in court.
 - ii. Audio and video recordings enhance this agency's ability to review probable cause for arrest, deputy and suspect interaction, and evidence for investigative and prosecutorial purposes.

II. Officer Safety

- A. Deputies should exercise prudent deputy safety practices when conducting enforcement activities. Deputy safety shall be of greater priority and the primary consideration when contacting citizens or conducting enforcement activities, not the ability to record an event.

III. General Operation Requirements

- A. BWC equipment is issued primarily to uniformed personnel as authorized by this agency. Deputies shall make reasonable efforts to use the BWC to accurately record events when conducting enforcement activities.
- B. Only authorized personnel shall use the BWC devices. Authorized personnel are defined as those deputies who have been assigned the equipment and have received training in its use.
- C. BWC equipment is for official use only and shall not be utilized for personal use. Accessing, copying, forwarding, or releasing any audio or video captured by a BWC device for other than official law enforcement use is strictly prohibited.

IV. Care of the BWC Devices

- A. Installation and maintenance of BWC software and systems will be conducted by trained professionals and will not be altered without the consent of the Sheriff.
- B. The proper care for the BWC is the responsibility of the employee assigned to the device.
- C. Employees shall operate the equipment according to their ACSO training on the device.
- D. Employees shall not tamper with or dismantle any hardware or software component of any BWC device.
- E. Prior to using the BWC, employees will take reasonable effort to ensure the system is functioning correctly.

- i. Any abnormalities or perceived problems should be addressed as soon as practical to the supervisor and system administrator.
- F. Issuance of BWC devices shall be recorded and tracked for inventory purposes, and will include any temporary issuances of spare equipment in case of device loss or inoperability.

V. When to Use the BWC

- A. Deputies should activate the BWC during all enforcement contacts and when such use may be beneficial in documentation of non-enforcement contacts, more specifically:
 - i. Any enforcement activity in which a deputy would normally notify Dispatch.
 - ii. Any call for service involving a crime where the BWC would clearly aid in the apprehension and/or prosecution of a suspect.
- B. The BWC shall remain activated until the event is completed in order to ensure the integrity of the recording unless the contact moves into an area restricted by this policy.
- C. If a deputy fails to activate the BWC, fails to record the entire contact, or interrupts the recording, the deputy shall document in their official written report why a recording was not made, was interrupted, or was terminated.
- D. The BWC may be utilized for training purposes.

VI. Procedures for BWC Use

- A. Deputies shall wear the BWC above the waist in accordance with manufacturer recommendations in a position that provides effective recording. The choice of manufacturer mounts is at the discretion of the deputy.
- B. Deputies shall use only BWCs issued by this agency. The BWC equipment and all data, images, videos, and metadata captured, recorded or otherwise produced the equipment is the sole property of the Sheriff's Office.

- C. Deputies shall not alter, erase, duplicate, copy, share, or otherwise distribute in any manner BWC recordings, nor attempt to do so, unless it is pursuant to an active investigation or prosecution. In that case, recordings may be shared with bona fide law enforcement officers, the Albany County Attorney's Office, or others at the discretion of the Sheriff or Undersheriff.
- D. BWC audio/video may be utilized for in house training purposes. Use of the recordings for trainings other than "in house" is only at the discretion of the Sheriff or Undersheriff.
- E. Deputies may access data they have recorded to assist them in completing reports.

VII. Restrictions on Using the BWC

- A. BWCs shall be used only in conjunction with official law enforcement duties. The BWC shall not generally be used to record:
 - i. Communications with other law enforcement personnel without permission of the Sheriff.
 - ii. Encounters with undercover officers or confidential informants.
 - iii. When on break or otherwise engaged in personal activities.
 - iv. In any location where individuals have a reasonable expectation of privacy, such as a restroom or locker room.

VIII. Storage

- A. All files should be securely downloaded in a reasonable timeframe, preferably by the end of the deputy's work week. Each file associated with a case number or citation shall contain the case or citation number, type of case and suspect name, and shall be properly categorized by the end of the deputy's work week.
- B. Downloaded files are saved on the secure server which has a set retention of 90 days. If a recording is required to be saved for evidentiary or other purposes, it is the responsibility of the recording deputy to download and save the video to alternate storage media, such as a disc or drive, and enter that storage media into evidence.

- C. Access to BWC data (images, sounds, and metadata) by non ACSP personnel must be authorized by the Sheriff or his designee, and all access is able to be audited to ensure only authorized users are accessing the data for legitimate and authorized purposes.
 - i. Authorized purposes include: at the demand of a court, pursuant to an active investigation, prosecution of a crime, and use of force reviews.
- D. BWC recording or other data is not available to the public unless at the specific order of the Sheriff or his designee.

IX. Data Management

- A. BWC recordings shall be safeguarded similarly to other forms of evidence.
- B. Recorded events shall be retained on a secure computer server or other external storage device until the case has been adjudicated, or otherwise disposed of. This includes original uploaded information from the device as well as any information copied to discs or other storage devices.
- C. Recorded events that are transferred from the secure server and placed into evidence shall be subject to the standard operating procedure for evidentiary items.
- D. Prior to intentional deletion or destruction of recordings saved as evidence, the retention schedule should be checked to ensure compliance.
 - i. In cases where citations or criminal charges are recorded, the recordings shall be retained at a minimum until all court proceedings have been completed.
 - ii. In cases where civil litigation is indicated, recordings shall be retained for five (5) years after the recording takes place.
- E. Prior to intentional deletion or destruction of the data recording, a review of the video by the system administrator or their designee will be completed.

X. Supervisory Responsibilities

- A. Supervisory personnel shall ensure that deputies equipped with BWC devices utilize them in accordance with policy and procedures defined herein.

- B. At least twice annually, supervisors will randomly review BWC recordings to ensure that the equipment is operating properly and that officers are using the devices appropriately and in accordance with the policy. Supervisors should focus on deputies for which they have responsibility, as this process may be additionally used to identify any areas in which additional training or guidance is required.

By Order of the Sheriff,

ORIGINAL SIGNED

03/08/2016

David S. O'Malley

ALBANY COUNTY SHERIFF'S OFFICE

OPERATIONS POLICY MANUAL

Use of Naloxone a/k/a Narcan			
POLICY#	610		NUMBER OF PAGES: 3
SECTION	Uniforms and equipment	EFFECTIVE:	01/10/18

Purpose:

It is the purpose of this order to define guidelines regarding the use of Naloxone nasal spray while on duty.

Policy:

The Albany County Sheriff's Office has issued Naloxone nasal spray to Deputies to carry while in the course of their official duties, but only in accordance with the guidelines and procedures set forth in this policy and training. This order will also be in compliance with Wyoming State Statue 35-4-901 through 35-5-906.

Procedure:

- I. Training
 - A. Only Deputies who have successfully completed the specific Office approved training regarding the use of Naloxone may carry and use it.
- II. Standing order
 - A. The Office will obtain a standing order (a prescription from a provider for a group, not an individual)
- III. Storage
 - A. Naloxone shall not be stored where extreme heat or cold can affect it, such as vehicles.
 - B. It will also be stored in areas that Deputies commonly use to inspect, package or destroy evidence.
- IV. Reporting
 - A. Anytime Naloxone is used in the field, Deputies will be required to complete an incident narrative for documentation.

- B. Deputies will also be required to notify their supervisor when a replacement is needed.
- C. All reports will be forwarded to the State and our current medical provider for review.

V. Uses

- A. Naloxone is a temporary opioid overdose antidote that reverses the effects of opioids.
- B. It cannot be abused.
- C. Giving Naloxone to someone who is not overdosing will not hurt them
- D. Naloxone may be used (consistent with training) in circumstances which include, but not limited to the following:
 - a. Possible/suspected heroin overdose
 - b. Possible/suspected opioid prescription pill overdose
 - c. Possible/suspected Fentanyl and Carfentanil overdose

VI. Deployment

- A. When deploying the naloxone kit Deputies will:
 - (1) Maintain universal precautions;
 - (2) Perform patient assessment to determine level of consciousness and likelihood of opioid overdose unresponsiveness;
 - (3) Administer naloxone in accordance with training if applicable;
 - (4) Update the dispatcher that the patient is in potential overdose state;
 - (5) assess for response to naloxone and administer second dose if needed;
 - (6) Confirm that emergency medical services have been notified and are en route.

VII. Medical

- A. Any person who has been administered a dose of Naloxone shall be required to seek additional medical treatment such as evaluation by emergency medical personnel.

BY ORDER OF THE SHERIFF,

ORIGINAL SIGNED BY SHERIFF

David S. O'Malley

ALBANY COUNTY SHERIFF'S OFFICE OPERATIONS POLICY MANUAL



SECTION 700 INFORMATION MANAGEMENT

**ALBANY COUNTY SHERIFF'S OFFICE
OPERATIONS POLICY MANUAL**

Incident Reporting

POLICY # 701

NUMBER OF PAGES: 9

SECTION 700 Information Management

EFFECTIVE: 11/30/12

Purpose

Report preparation is a major part of each officer's job. The purpose of reports is to document sufficient information to refresh the deputy's memory and to provide sufficient information for follow-up investigation and successful prosecution. It is necessary to standardize and document the process that will be followed for completing police reports.

Policy

It is the policy of the Albany County Sheriff's Office that official records be prepared and maintained to document all law enforcement activity.

Definitions

CAD – Refers to the Computer Aided Dispatch System.

CAD Call – Refers to any action generated by a Sheriff's Deputy while in the course of their official duties. All calls for service, traffic stops, follow-up stops, breaks, NCIC checks, or other actions documented through Dispatch receive a CAD Call number. This is a unique number based on the Julian calendar system.

CAD Log – Refers to a brief narrative summarizing the disposition of a CAD Call. The CAD Log is entered into the CAD Call by dispatch as officers clear from the activity and narrates the disposition.

INCIDENT REPORT – Refers to any action taken by a Deputy in which a CAD Call is made into an Incident in the CAD system and an incident number is assigned.

FRF – The Field Report Form is the office approved document used for submission of incident and Supplemental Report information, including complainant information, suspect, victim witness information, vehicle information, article information, or other case related information.

Procedure

I. Documentation of Law Enforcement

A. The following categories of incidents shall be documented:

i. Citizen reports of crime,

- ii. Citizen request for services where an officer is dispatched, an employee is assigned to investigate, or an employee is assigned to take action at a later date,
 - iii. Criminal and non-criminal cases initiated by Sheriff's Office personnel, and
 - iv. Incidents involving arrests, citations, or summons.
- B. This documentation may be in the form of an Incident report, a citation, traffic crash report, CAD Log, or other report required by the Sheriff's Office.
- C. All reports and records maintained to document law enforcement activity will contain at minimum the following information, if accessible:
 - i. Date and time of the initial reporting.
 - ii. Name, if available, of the citizen requesting the service, or victims or complainant's name, or identifications of individuals involved in the investigation.
 - iii. Nature of the incident.
 - iv. Nature, date, and time of action taken by law enforcement personnel, and name of business involved.
- D. In situations where a request for service is made through 9-1-1 Dispatch and the caller refuses to be identified, the report will indicate "refused" under the complainant's name.
- E. All in-custody incidents, incidents in which a citations is issued and a court date is set, and other sensitive reports shall be completed prior to the end of the current work shift.
 - i. Reports may be completed the next shift only with prior authorization from the Supervisor.

F. All reports of any nature shall be completed prior to the end of the designated work week.

i. Exceptions can be made by a Shift Supervisor for exceptional circumstances.

II. Required Reporting

A. CAD Log

i. All CAD calls require a CAD log except:

- a) Meal breaks,
- b) Routine registration, NCIC, WCC, and local record/warrant checks, and
- c) Follow-up investigation stops unless the follow-up concludes the case.

ii. Authorized CAD only Logs

- a) Non-Criminal matters, where there exists no need to document the incident, as there is no contact with any party and the issue is not expected to involve further office action, or continue to raise community concern, once the matter giving rise to the incident is resolved.
 - 1) In these situations, deputies will use existing disposition codes and limit narratives transmitted to Dispatch to a minimum.
- b) Criminal matters where there is no contact with any person related to the incident being reported, and there is no information developed from a diligent investigation indicating the event being reported occurred.

B. Incident Reports Required

i. All calls for service involving criminal activity except:

- a) When there is no information developed from a diligent investigation indicating the event being reported ever occurred.

- ii. Calls for service involving suspicious activity or circumstances
 - a) If the deputy or supervisor believes the circumstances are of a nature that require documentation.
- iii. Calls for service where any person is deceased.
- iv. Calls for service where the welfare of any person is in question
 - a) Missing persons,
 - b) Suicidal statements,
 - c) Suicide attempts,
 - d) Mental health issues where any person is placed into emergency detention, and
 - e) Runaway juveniles.
- v. When a person is arrested on warrant.
- vi. All calls where property is seized, found, or held for safekeeping.
- vii. Medical assistance calls where aid beyond patient evaluation is rendered.
- viii. Civil matters or complaints when
 - a) Any writ, protection order, or stalking order is served.
 - b) Reoccurring civil disputes over the same matter or issue
- ix. Animal bites.
- x. Traffic accidents.

xi. Assist other agencies

a) When the incident type would require an incident report under this policy if investigated by this office, regardless if the originating agency completes a report.

b) Traffic accidents

c) Assist other agencies

1) When the incident type would require an incident report under this policy if investigated by this office, regardless if the originating agency completes a report.

2) Traffic accidents if any action beyond assisting with traffic control is taken.

d) Any use of force

C. Supervisors may require a deputy to complete an incident report whenever the supervisor believes additional documentation is necessary.

D. Forms generally used in police reporting include:

i. Incident Report,

a) A detailed narrative report in the prescribed format as directed by the Sheriff.

ii. Field Report Form (FRF),

iii. Use of Force Report,

iv. Custody Transfer Sheet – Documentation of persons arrested, transported, and custody transferred to detentions,

- v. Animal bite, Quarantine and Health Report – When applicable, will be submitted according to Department policy and training,
- vi. Wyoming Traffic Accident Report – For crash investigations, the Wyoming Traffic Accident Report, electronically transmitted to the Wyoming Department of Transportation,
- vii. State Property Damage Report,
- viii. Emergency Detention Form,
- ix. Abandoned/Impounded Vehicle,
- x. Juvenile Information sheet, and
- xi. Special Reports – (special duty reports, etc.).

III. Report Review and Approval

- A. Reports will be reviewed for completeness, accuracy, and neatness by a supervisor.
 - i. Reports shall not be approved until properly completed in accordance with policy.
- B. Upon completion by the officer, the report will be forwarded to the Shift Corporal for approval, follow-up and/or case tracking.
- C. The Shift Corporal shall make an effort to approve all reports taken by their assigned personnel by the end of shift.
- D. Non-serious cases, those that do not appear to need immediate follow-up, incident reports of a non-sensitive nature, cases that will not necessarily be forwarded to detectives, and other cold cases, may be approved by the end of the workweek or during the next workweek.

- E. The Shift Corporal shall be responsible to track supplements, original reports sent back for corrections and follow-ups for his/her assigned personnel by utilizing the CMM.
- F. The Sergeant shall monitor reports and perform informal quality control audits on a regular basis.
- G. The approved report will be forwarded to the Records Unit for processing, distribution, and filing.

IV. Distribution of Reports

- A. All approved reports will be forwarded to the Records Division for processing and retention.
- B. Forms to be forwarded to records for processing and archive:
 - i. ACSO Towed Vehicle Report
 - ii. Abandoned/Towed Vehicle Inventory Log
 - iii. Alcohol Influence Report
 - iv. Animal Bite
 - v. Animal Home Quarantine Agreement
 - vi. Driver's License Seizure Form
 - vii. Emergency Detention

- viii. Evidence/Photo Log
- ix. Intoximeter Operational Checklist
- x. Intoximeter Receipt
- xi. Juvenile Information Sheet
- xii. Missing Person Report
- xiii. Notice of Suspension and Temporary Wyoming Driver's License
- xiv. Officer Signed Statement
- xv. Other Agency Reports
- xvi. Property Listings
- xvii. WYDOT Abandoned Motor Vehicle Report
- xviii. Wyoming Implied Consent

C. Certain formal shall be processed and handled as evidence.

- i. Affidavits of Forgery
- ii. Consent to Search
- iii. Crime Scene Diagrams
- iv. Statement and Waiver of Rights
- v. Medical Release form
- vi. Toxicology Reports

V. Annual Audit and Evaluation

- A. The Albany County Sheriff's Office will conduct an annual inspection of the reporting process.
- B. The inspection will be performed annually by the Sheriff's designee.
- C. The inspection will consist of a review of all phases of the report system and will include any recommended changes.
- D. Employees are encouraged at all times to make constructive suggestions for improvement of the reporting system.

By Order of the Sheriff,

ORIGINAL SIGNED

David S. O'Malley

11/27/2012

**ALBANY COUNTY SHERIFF'S OFFICE
OPERATIONS POLICY MANUAL**

Social Media Networks

POLICY # 706

NUMBER OF PAGES: 6

SECTION 700 Information Management

EFFECTIVE: 11/30/12

Purpose

Professionalism, ethics, and integrity are of paramount importance in the law enforcement community. To achieve and maintain the public's highest level of respect, we must place reasonable restrictions on our conduct and appearance, and hold to these standards of conduct whether on or off duty. An employee's actions must never bring the Sheriff's Office into disrepute, nor should conduct be detrimental to its efficient operation.

Policy

The internet, blogs, twitter, the worldwide web, social networking sites and any other medium of electronic communication shall not be used in a manner which is detrimental to the mission and function of the Albany County Sheriff's Office. It is essential for every employee of this Office to recognize that the proper functioning of any law enforcement agency relies upon the public's confidence and trust in the individual officers and this Office to carry out the law enforcement function.

Professionalism is the most significant factor in high level performance which in turn builds the public confidence and trust. While employees have the right to use personal/social networking pages or sites, as employees of this agency, they are public servants who are held to a higher standard than the general public with regard to standards of conduct and ethics. As such, the policy of the Albany County Sheriff's Office is to maintain a level of professionalism in both on-duty and off-duty conduct that fulfills the mission of our Office.

Any publication, through any medium which is potentially adverse to the operation, morale, or efficiency of this office will be deemed a violation of this policy.

Definitions

Blog: A self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments. The term is short for "web log".

Page: The specific portion of a social media website where content is displayed and managed by an individual or individuals with administrator rights.

Post: content an individual shares on a social media site or the act of publishing content on a site.

Profile: Information that a user provides about himself or herself on a social networking site.

Social Media: A category of Internet-based resources that integrate user-generated content and user participation. This includes, but is not limited to, social networking sites (Facebook, MySpace), microblogging sites (Twitter, Nixle), photo and video-sharing sites (Flickr, YouTube, Pinterest), wikis (Wikipedia), blogs, and news sites (Digg, Reddit).

Social Networks: Online platforms where users can create profiles, share information, and socialize with others using a range of technologies.

Speech: Expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, videotape, or related forms of communication.

Procedure

I. Authorized Social Media

- A. All Sheriff's Office social media sites or pages shall be approved by the Sheriff or his designee.
- B. Social media sites shall be administered by a deputy/deputies designated by the Sheriff.
- C. Where possible, social media pages shall clearly indicate they are maintained by the Sheriff's Office and shall have Office contact information prominently displayed.
- D. Where possible, each social media page shall include an introductory statement that clearly specifies the purpose and scope of the agency's presence on the website.
- E. Where possible, the page(s) should link to the Sheriff's Office's official website.
- F. Social media content shall adhere to applicable laws, regulations, and policies, including all information technology and records management policies.
 - i. Content is subject to public records laws. Relevant records retention schedules apply to social media content.
 - ii. Content must be managed, stored, and retrieved to comply with open records laws and e-discovery laws and policies.
- G. Where possible, social media pages should state that the opinions expressed by visitors to the page(s) do not reflect the opinions of the Sheriff's Office.
 - i. Pages shall clearly indicate that posted comments will be monitored and that the Office reserves the right to remove obscenities, off-topic comments, and personal attacks.

- ii. Pages shall clearly indicate that any content posted or submitted for posting is subject to public disclosure.

II. Office-Sanctioned Use

- A. All Sheriff's Office personnel designated to administer or manage social media sites shall do the following:
 - i. Conduct themselves at all times as representatives of the Office.
 - ii. Adhere to all Sheriff's Office standards of conduct.
 - iii. Identify themselves as a member of the Sheriff's Office.
 - iv. Not make statements about the guilt or innocence of any suspect, or arrestee, or comments concerning pending investigations or prosecutions.
 - v. Not post, transmit, or otherwise disseminate confidential information, including photographs or videos, related to office training, activities, or work-related assignments without express written permission of the Sheriff.
 - vi. Not conduct political activities or private business.
- B. Use of personally owned computers to manage the Sheriff's Office social media activities is prohibited without express written permission of the Sheriff.
- C. Employees shall observe and abide by all copyright, trademark, and service mark restrictions in posting materials to electronic media.

III. Potential Uses

- A. Social media is a valuable investigative tool when seeking evidence or information about
 - i. missing persons;
 - ii. wanted persons;
 - iii. crimes perpetrated online (i.e. cyberbullying, cyberstalking); and
 - iv. photos or videos of a crime posted by a participant or observer.
- B. Social media can be used for community outreach and engagement by
 - i. Providing crime prevention tips;
 - ii. Offering online-reporting opportunities;
 - iii. Sharing crime maps and data; and

- iv. Soliciting tips about unsolved crimes (i.e. Crimestoppers).
- C. Social media can be used to make time-sensitive notifications related to
 - i. Road closures;
 - ii. Special events;
 - iii. Weather emergencies; and
 - iv. Missing or endangered persons.
- D. Persons seeking employment and volunteer positions use the Internet to search for opportunities and social media can be a valuable recruitment mechanism.

IV. **Personal Use**

- A. Precautions and Prohibitions
 - i. Office personnel are free to express themselves as private citizens on social media sites to the degree that their speech does not
 - a) Impair working relationships among coworkers,
 - b) Impair working relationships among other agencies and/or offices,
 - c) Impede the performance of duties, or
 - d) Negatively affect the public perception of the Sheriff's Office.
 - ii. As public employees, Sheriff's Office personnel are cautioned that speech on or off-duty, made pursuant to their official duties – that is, that owes its existence to the employee's professional duties and responsibilities – is not protected speech under the First Amendment and may form the basis for discipline if deemed detrimental to the Sheriff's Office.
 - a) Sheriff's Office personnel should assume that their speech and related activity on social media sites will reflect upon their position as members of the Sheriff's Office as well as the Office itself.
 - iii. Sheriff's Office personnel shall not post, transmit, or otherwise disseminate any information to which they have access as a result of their employment without written permission from the Sheriff.
 - iv. Sheriff's Office personnel shall not post, transmit, or otherwise disseminate any information regarding any incident in progress or under investigation without permission of the Sheriff.

- v. For safety and security reasons, Sheriff's Office personnel are cautioned not to disclose their employment with this Sheriff's Office.
- vi. Sheriff's Office personnel shall not post information pertaining to the employment of any other member of the Sheriff's Office without their permission.
- vii. Sheriff's Office personnel who are, or who may reasonably be expected to work in undercover operations, shall not post any form of visual or personal identification.
- viii. Sheriff's Office personnel are cautioned not to post:
 - a) Sheriff's Office logos, uniforms, or similar identifying items on personal web pages.
 - b) Personal photographs or provide similar means of personal recognition that may cause them to be identified as a Deputy Sheriff.
- ix. When using social media, Sheriff's Office personnel will adhere to the Sheriff's Office's code of conduct and are prohibited from the following:
 - a) Speech containing obscene or sexually explicit language, images, acts, statements, or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, any religion, or any protected class of individuals.
 - b) Speech involving themselves or other Sheriff's Office personnel reflecting behavior that would reasonably be considered reckless or irresponsible.
- x. Engaging in prohibited speech may provide grounds for undermining or impeaching an officer's testimony in criminal proceedings.
- xi. Sheriff's Office personnel may not divulge any information, make any statements, speeches, appearances, and endorsements; or publish materials that would be considered to represent the views of the Sheriff's without written permission from the Sheriff.

- xii. Sheriff's Office personnel should be aware that they may be subject to civil litigation for
 - a) Publishing or posting false information that harms the reputation of another person, group, or organization (defamation):
 - b) Publishing or posting private facts and personal information about someone without their permission that has not been previously revealed to the public, is not of legitimate public concern, and would be offensive to a reasonable person;
 - c) Using someone else's name, likeness, or other personal attributes without that person's permission for an exploitative purpose; or
 - d) Publishing the creative work of another, trademarks, or certain confidential business information without the permission of the owner.
- xiii. Sheriff's Office personnel should be aware that privacy settings and social media sites are constantly in flux, and they should never assume that personal information is protected.
- xiv. Sheriff's Office personnel should expect that any information created, transmitted, downloaded, exchanged, or discussed in public online forum may be accessed by the Sheriff's Office at any time without prior notice.
- xv. Reporting violations – Any employee becoming aware of or having knowledge of a posting or of any website or web page in violation of the provision of this policy shall notify his or her supervisor immediately for follow-up action.

By Order of the Sheriff,

ORIGINAL SIGNED

11/14/2012

David S. O'Malley

ALBANY COUNTY SHERIFF'S OFFICE OPERATIONS POLICY MANUAL



SECTION 800 USE OF FORCE

**ALBANY COUNTY SHERIFF'S OFFICE
OPERATIONS POLICY MANUAL**

Use of Force

POLICY # 801

NUMBER OF PAGES: 3

SECTION 800 Use of Force

EFFECTIVE: 11/30/12

Purpose

Establishes and prescribes guidelines for the lawful use of force.

Establishes standard operating procedures for regulating use of force incidents (deadly or non-deadly).

Establishes standard operating procedures for addressing critical incidents/post critical incidents.

Policy

The Albany County Sheriff's Office recognizes and respects the value and integrity of each human life. Investing law enforcement officers with lawful authority to use force to protect the public welfare requires a careful balancing of interests. Not all situations an officer may encounter will offer time for extensive deliberation. Force and/or deadly force decisions are sometimes required to be instantaneous and the decision making process may become a matter of instinctive reaction. All officers must exercise prudent judgment as fully as time and circumstances allow, while being cognizant at all times of the critical responsibility borne in exercising deadly force options.

Definitions

Authorized Weapon: Those weapon(s) with which the officer has qualified and received proper training. In addition, the weapons must be authorized for use by the Albany County Sheriff.

Force: The unwanted touching directed toward another. This may involve direct laying on of hands or the putting of an object into motion that touches the individual. Use of force is not necessarily wrong, and in certain conditions, Sheriff's Deputies have the duty and obligation to use it.

Non-Deadly Force: Force, which is neither likely nor intended to cause great bodily harm.

Deadly Force: That degree of force that is likely to cause death or great bodily injury.

Objectively Reasonable: Courts use this term as the standard by which officers' actions will be evaluated in use of force situations.

The United States Supreme Court has ruled that because police officers are often forced to make split-second judgments about the amount of force that is necessary in a particular situation, in circumstances that are frequently tense, uncertain, and rapidly evolving, the reasonableness of the officer's belief as to

the appropriate level of force should be judged from the on-scene perspective and not by using the “20/20” vision of hindsight.

The reasonableness of the use of a particular level of force will be judged by paying, “careful attention to the facts and circumstances of each particular case, including the severity of the crime at issue, whether the suspect poses an immediate threat to the safety of the officers or others, and whether he is actively resisting arrest or attempting to evade arrest by flight.”

Deadly Force: Any use of force that is reasonably likely to cause death.

I. Use of Force Coordination

- A. When practical, deputies are required to coordinate the application of force in situations where more than one deputy is present and where any use of any level of force is possibly anticipated.

II. Use of Force

- A. A deputy is authorized to use the level of force that is objectively reasonable and necessary to bring an incident under control.
- B. A deputy is authorized to use Sheriff’s Office approved techniques and equipment to apply force to situations where it is necessary to:
 - i. Protect the deputy or others from physical harm;
 - ii. Effect an arrest or restrain or subdue a resistant person; or
 - iii. Bring any unlawful situation safely and effectively under control.

III. Use of Deadly Force

- A. A deputy is authorized to use deadly force to:
 - i. Defend himself/herself or a third person from what is reasonably believed to be the use or imminent use of deadly force; or
 - ii. To effect an arrest, or to prevent the escape from custody, of a person whom the deputy reasonably believes has committed or attempted to commit a felony involving the use or threatened use of a deadly weapon, or is attempting to escape by the use of a deadly weapon; or
 - iii. When the subject otherwise indicates, except through a motor vehicle violation, that he is likely to endanger human life or to inflict serious bodily injury to another unless apprehended without delay.

IV. Other Deadly Force Events

- A. Deputies may use deadly force to destroy an animal that represents a threat to public safety or as a humanitarian measure when the animal is seriously injured and the deputy believes that the deadly force can be used without endangering others.
- B. Discharging a firearm at an occupant of a moving vehicle is only authorized when the deputy is authorized to use deadly force against that occupant and the deputy reasonably believes that the risk to the deputy or others created by discharging a firearms is outweighed by the need to apprehend the suspect(s) without delay.
- C. Discharging a firearm from a moving vehicle at any person outside of that vehicle is only authorized when the deputy is authorized to use deadly force against that person and the deputy reasonably believes that the risk created by discharging a firearm is outweighed by the need to apprehend the person without delay.
- D. Discharging a firearm at a vehicle, whether or not it is moving, with the sole intent of disabling the vehicle is prohibited.

V. Reporting

- A. Use of Force incidents, as outline in policy #804 must be reported to your immediate supervisor as soon as possible.

By Order of the Sheriff,

ORIGINAL SIGNED

11/20/2012

David S. O'Malley

**ALBANY COUNTY SHERIFF'S OFFICE
OPERATIONS POLICY MANUAL**

Use of Force Report

POLICY # 804

NUMBER OF PAGES: 3

SECTION 800 Use of Force

EFFECTIVE: 11/30/12

Purpose

This policy is intended to apply to the reporting requirements dealing with the use of force to overcoming resistance to arrest or defense against physical assault.

Policy

It is policy of the Albany County Sheriff's Office that each incident involving the use of force be reported. The following types of force are subject to a "use of force report".

Empty Hand Techniques;
Control Holds or Strikes;
Impact Weapons;
Firearms; Either pointed at or fired upon any person. (Excluding Animal Destruction)

Procedure

I. Use of Force Reporting Requirements

- A. Any deputy who uses force as defined in this policy during the performance of their duties, is required to report that use of force to their supervisor as soon as practical and before the end of their shift.
 - i. The circumstances of the use of force will be detailed in a report documenting the crime or incident.
 - ii. In addition, an Albany County Sheriff's Office "Use of Force" form is to be completed and submitted to the on-duty supervisor as soon as practical.
 - iii. The supervisor who receives the "Use of Force" form is responsible for ensuring that the current procedure for reviewing, distributing, and documenting data on the form is followed.

- B. Any peace officer who witnesses another peace officer use a level of force that exceeds the level permitted by this policy is required to report that use of force to his or her immediate supervisor immediately.
 - i. Therefore, any deputy – whether or not commissioned as a state peace officer who witnesses the use of force by any other deputy or peace officer that exceeds the level of force permitted by this policy is to make a report to his/her immediate supervisor as soon as practical and no later than the witnessing deputy's end of shift.
 - ii. Any deputy who receives information from any Sheriff's employee regarding the witnessed use of force by a deputy or other peace officer that the employee believes exceeds the level of force permitted by state statute is required to make a report to his/her immediate supervisor.
 - iii. The initial report may be verbal. However, in every case it will be followed with a written report within 24 hours. The report is to include the date, time, and place of the occurrence; the identity and/or description of the participants; and a description of the events and force used.
- C. The written report will be submitted to the officer's supervisor within the 24-hour period.
 - i. The supervisor will immediately forward the report to the Division Lieutenant.
 - ii. The Division Lieutenant will inform the Undersheriff and Sheriff of the report's existence and provide a copy to each as soon as practical.
 - iii. If the officers who allegedly used excessive force are employees of the Albany County Sheriff's Office, an internal affairs investigation will be initiated.
 - iv. If the officer or officers who allegedly used excessive force are employees of another law enforcement agency the Undersheriff or the Sheriff will transmit the report to the person designated by that agency to receive and investigate such reports.

II. Investigations

- A. The Sheriff, Undersheriff, and Supervisors assess each incident where force is used. If there is reason to believe that an employee used excessive force, and Internal Investigation will be conducted.
- B. In any case, where a deputy discharges a firearm at another person or any injury is reported an investigation will be conducted.
- C. Investigations may be initiated on any use of force for the purpose of furthering knowledge of the adequacy of training, equipment, or tactics.

III. Administrative Actions

- A. When an employee uses force in the line of duty and death results, the employee will be placed on administrative leave pending the outcome of a use of force investigation.
- B. When an employee uses force in the line of duty and injury results, the employee may be placed on administrative leave, at the discretion of the Sheriff or Undersheriff pending the outcome of a use of force investigation.
- C. Durations of any administrative leave are at the sole discretion of the Sheriff.
- D. The factors the Sheriff should consider in making the decision include, but are not limited to, the following:
 - i. The type of force used and the result of that use of force;
 - ii. The outcome of the investigation into the use of force incident;
 - iii. The mental and physical condition of the affected employee;
 - a) Professional assistance may be sought to evaluate the employee's current mental and physical condition.
 - iv. Any on-going needs the employee may have as a result of the use of force.

IV. Training

- A. The Sheriff and Undersheriff may require employees to attend additional training on the use of force, as they deem appropriate and necessary.

By Order of the Sheriff,

ORIGINAL SIGNED

11/20/2012

David S. O'Malley

ALBANY COUNTY SHERIFF'S OFFICE OPERATIONS POLICY MANUAL



SECTION 900 SPECIALIZED GUIDELINES

**ALBANY COUNTY SHERIFF'S OFFICE
OPERATIONS POLICY MANUAL**

K-9 Unit

POLICY # 901

NUMBER OF PAGES: 13

SECTION 900 Specialized Guidelines

EFFECTIVE: 01/31/13

Purpose

The purpose is to establish guidelines and responsibilities pertaining to the selection, use, deployment, deployment, training, care, and records/reporting practices of the Albany County Sheriff's Office in regards to K-9 units.

Policy

It shall be the policy of the Albany County Sheriff's Office to use police K-9 teams as an additional supportive tool in drug detection, building searches, property searches, vehicle searches, criminal apprehension, tracking and Search and Rescue, participation in office sponsored educational services, and public relations. K-9 units will provide an additional tool to further the objectives and goals of the Albany County Sheriff's Office.

Procedure

I. Selection of K-9 Units

- A. Dogs purchased from commercial vendors must be certified healthy and physically fit by the vendor/breeder for police service. The commercial vendor must present copies of all federal, state, and local kennel and/or business licenses/certifications along with animal birth and breed documentation. The commercial vendor must be under contract to replace the animal, at no additional cost to the Sheriff's Office, if congenital defects, not apparent at the time of purchase, arise within the first year after purchase. The commercial vendor shall present, at the time of purchase, all relevant medical records certifying the animal's healthy and fitness.
- B. Prior to any purchase, the animal shall receive a complete physical, including X-ray examination by a veterinarian of choice of the Albany County Sheriff's Office. No animal shall be purchased without certification from the veterinarian that the animal is currently healthy and fit for police service.

II. Selection of Handlers

- A. The candidate shall have a minimum of two years continuous service, as a law enforcement officer, with the Albany County Sheriff's Office or significant law enforcement training and experience in the handling of law enforcement trained dogs.

- B. The candidate shall have a minimum rating of successful performance on his/her most recent performance evaluation.
- C. The candidate shall have an acceptable record of disciplinary action and sick leave usage.
- D. Candidate shall participate in an interview process to allow the Sheriff or his designee to evaluate his/her reaction and response to the care of, and handling of a law enforcement trained K-9.
- E. Upon selection, candidate shall sign a minimum 3-year service contract with the Albany County Sheriff's Office.
- F. Final approval and selection of K-9 Handlers shall be at the discretion of the Sheriff or his designee.

III. Supervision and Scheduling

- A. K-9 Handlers will follow the same chain of command as any patrol officer concerning normal duty problems or requests.
- B. It will be the responsibility of the Handler to notify the Patrol Sergeant or Lieutenant immediately of any weakness or problems encountered with his/her K-9 during a scheduled shift of training.
- C. K-9 Handlers will work his/her assigned shifts as designated by the Operations Lieutenant whether the assigned K-9 is able to work or not.
- D. On-call status. All members of the K-9 unit shall be subject to a recall to duty outside of his regular duty hours or days. K-9 Handlers will retain their cell phones at all times, unless relieved of re-call requirements by his/her immediate supervisor.
- E. Any officer of local law enforcement may make request for an on-duty K-9 unit for official business/duty reasons. If the request is required for the K-9 team to leave county jurisdiction, it needs prior approval of the Sheriff or Undersheriff.
- F. An on-duty supervisor must approve requests for an off-duty K-9 unit for use within the jurisdiction of the Albany County Sheriff's Office, and said supervisor shall strive to accommodate the K-9 team's response.

IV. Use of K-9 Units

- A. Police K-9 units, consisting of the deputy/handler and the K-9, shall patrol assigned areas on foot or in vehicles as directed by the volume of calls for service. The K-9 units will be responsible for self-initiated, high profile patrol in designated areas. The K-9 units will assist both patrol deputies and detectives/investigators in drug detection, the service of search warrants and felony arrest warrants, locating lost or missing children, elderly or endangered persons, and the apprehension of fleeing felons within the dog's area of training. The K-9 units will assist in office sponsored educational programs and public relations within the community.
- B. It will be the responsibility of the handler/deputy to apply his specialized training and knowledge of the K-9's capabilities to evaluate the safety and appropriateness of accomplishing the task requested.
- C. Only those deputies designated as K-9 Handlers by the Sheriff will be assigned to control the K-9. If the Handler is unable to control the K-9 for any reason, any officer in the immediate area may take control of the K-9 for the purposes of containment only. If knowledge in how to safely restrain the dog.
- D. The handler/deputy will be accountable for the official actions of the K-9. Therefore the handler/deputy must maintain control of the K-9 at all times.
- E. Use of a K-9 unit in a situation of civil unrest, where the unit would be used to restrain a crowd, will require prior permission from the supervisors who will then notify the chain of command.
- F. It is the policy of the Albany County Sheriff's Office to provide the K-9 unit to outside agencies when assistance is requested, at the discretion or approval of the Undersheriff and Sheriff.
- G. The policy of mutual aid assistance provided by the K-9 unit to outside law enforcement agencies is subject to the limitations set forth in this policy and as established by the Sheriff.
- H. Upon arriving at the requested jurisdiction, a waiver of liability form must signed by the senior officer present of the requesting agency to secure the assistance of the K-9 unit.
- I. Since the handler/deputy is a representative of the Albany County Sheriff's Office, he/she will be required to abide by all applicable office rules, regulations, and general orders of the Albany county Sheriff's Office, even when outside their jurisdiction.
- J. The Albany County Sheriff's Office will not train K-9 units for outside law enforcement agencies. Those agencies that wish to participate in training exercises with the K-9 unit must have functioning K-9 units that have already completed their basic training.

- K. Requests for K-9 demonstrations will be submitted to the Sheriff or Undersheriff or their designee for approval.
 - i. Extreme care must be exercised by the handlers to ensure that no harm or risk comes to the handlers, K-9s, or spectators.
 - ii. Each demonstration will consist of a Handler, a K-9, and a minimum of one other officer.
 - iii. The K-9 will never be treated harshly or disciplined in the presence of spectators.
 - iv. At no time will the K-9 be demonstrated in such a manner as to discredit the K-9 unit or the Albany County Sheriff's Office.
 - v. The Handler will exercise caution and maintain strict control over the K-9 at all times during K-9 demonstrations.

V. Criminal Apprehension

- A. It shall be the policy of the Albany County Sheriff's Office that the K-9 is authorized to make contact with an offender to effect an arrest, when a police officer has probable cause to arrest for a felony or serious misdemeanor involving a crime of violence or to protect the K-9 Handler or other law enforcement officer from injury or death. When a K-9 is deployed to affect an arrest, or perform some other law enforcement duty, notice and the use and application of reasonable force must be applied and affected by the police personnel present. The circumstances where a K-9 is deployed must justify utilization of that degree of force, just as in any other law enforcement action.
- B. Criminal apprehension presents itself wherever the dog is released to pursue and stop a fleeing felon or person whom the handler has reasonable grounds to believe has committed a felony or serious misdemeanor involving a crime of violence. Prior to releasing the K-9, and throughout the apprehension, the Handler will ensure the following:
 - i. There are no other persons, either police or citizen that will be endangered by the release of the K-9
 - ii. If time and circumstances permit, a loud verbal warning will be given prior to releasing the K-9.
 - iii. If time and circumstances permit, a warning will also be given to officers in the area, prior to releasing the K-9. This warning will be given on radio or loud verbal commands.
 - iv. If the offender surrenders prior to contact, the Handler will immediately recall/down the K-9.

- v. When a K-9 unit makes an apprehension of a suspect while assisting other officers, the suspect is to be turned over to the officer(s) originally dispatched to the call. After a suspect is in custody, it is forbidden to use the K-9 to intimidate the suspect. It will be the equal responsibility of the K-9 Handler and other officers present to prevent a suspect or other person present from intentionally agitating the K-9.
- vi. In no case will the K-9 Handler or other personnel intentionally allow the dog to bite or menace an apprehended suspect, who is already in custody and under control of law enforcement.
- vii. In the event that a K-9 is used to apprehend a suspect or if a police K-9 injures a deputy/citizen, it shall be the K-9 Handler's responsibility to inform the ranking deputy present at the incident location. In addition, the following procedures shall take place:
 - a) The deputies present are to provide necessary medical treatment to the suspect as soon as possible.
 - b) The Shift Supervisor shall document the circumstances of the apprehension and actions taken afterward of the care and treatment of the suspect in a report.
 - c) The contact made with the suspect, no matter how slight will be documented. The shift supervisor as appropriate will be called to photograph the suspect's injuries.
 - d) In the event of an injury to a suspect resulting from an apprehension made by a police K-9, the Handler will be required to fill out a K-9 Field Report and a Use of Force Report describing the incident in detail, prior to returning to service.
 - e) It will be the responsibility of the on-duty shift supervisor to collect all documentation concerning the incident and submit it to the Operations Lieutenant for review. This is to include the incident report, the Handler's statement, photographs of the suspect, and statements of other officers (if necessary) who were present and observed the incident. This report will be forwarded to the Sheriff through the chain of command.

VI. Tracking

- A. In tracking situations, the K-9 unit will follow the scent that a suspect or missing person leaves while in-flight. While tracking, the dog will be on lead and the tracking harness will be in place. The following should be considered when utilizing a police K-9 for tracking.
 - i. The area where the subject was last seen should be preserved so as to avoid contamination. Officers should refrain from entering this area unless circumstances dictate otherwise, such as hot pursuit.
 - ii. Deputies and other law enforcement officers should set a perimeter around the area where the subject was last seen. Perimeters should be set at least 2-3 blocks. Deputies should leave overhead lights and headlights on at all times unless instructed by the K-9 Handler not to do so. This will help to keep the subject contained in the perimeter.
 - iii. Deputies should not touch articles or evidence which may have been dropped or left by the suspect, without first receiving the Handler's permission.
 - iv. The Handler will conduct all tracking/field searches with the K-9 on lead. Because tracking/field searches are conducted outside the community, the dog being kept on lead is a necessary precaution. This does not preclude the Handler from releasing the K-9 to apprehend a suspect, or conduct an off line search in a heavily brushed area.
 - v. Whenever possible, deputies shall be assigned to a K-9 unit for security and safety of the Handler.
- B. When K-9 teams respond to building searches, officers on scene should observe the following guidelines:
 - i. The initial responding officer(s) should surround the building and wait for the arrival of the K-9 team. In an effort to prevent contamination of the area to be searched, officers should not normally enter the building prior to K-9 arrival.
 - ii. Officers should not open doors or windows or allow anyone else to enter the building to be searched.
 - iii. During the search, no one is to enter the building except the Handler and backup deputy/deputies at the discretion of the Handler.

- iv. The K-9 unit may conduct building searches either on or off lead. K-9 deputies conducting a building search should observe these guidelines:
 - a) Upon arrival on the scene of the building to be searched, the K-9 deputy should consult officers on the scene and assess the situation.
 - b) The K-9 deputy should make every effort to verify that no innocent or authorized person is in the building before commencing the search.
 - c) Prior to entry into the building to be searched, the K-9 deputy should announce his presence, identify himself as a K-9 deputy and that the building is about to be searched with a trained police K-9.
 - d) Before committing the police K-9 off lead, in cases where a suspect is in place of concealment, the Handler should attempt to call the suspect out.
 - e) The K-9 deputy should advise all on-scene units when he enters the building to begin the search.
- v. When possible deputies will allow ample time for anyone to come out of the building.

VII. Crowd Control

- A. Police K-9s may be used in crowd control situations on perimeters. In an emergency situation, the K-9s are authorized to enter a hostile situation in order to aid and protect other officers, and will be on lead, as to be in physical control of the K-9. K-9s will not be used off lead under any circumstances while being deployed for this purpose, unless in the protection of the Handler, or another officer being assaulted.

VIII. Evidence Handling Procedures For Drugs Used by K-9 Unit

- A. The K-9 Handler shall maintain current Researcher License(s) as are necessary and legally required by the State of Wyoming and the federal Drug Enforcement Administration, for the handling of the patrol K-9s in drug detection.
- B. It shall be the responsibility of the supervisor assigned or certified K-9 Handler or trainer to oversee all drug detection training. All K-9 Handlers will have the responsibility that any and all substances used for training purposes are handled properly. Individual K-9 Handlers are responsible for ensuring that all narcotics and training substances are handled properly and in accordance with applicable laws, and properly secured at all times.

- C. All K-9 Handlers authorized by the Sheriff to work their K-9s in drug detection will follow the evidence-handling procedure for drugs used by K-9 training. The procedures, as approved by the Sheriff are as follows:
- i. The Evidence Room Personnel and K-9 Handler will maintain a permanent record of the drugs used for K-9 training.
 - ii. Drugs seized during investigations may be used for K-9 training, only after the case has been closed and upon written approval from the Sheriff.
 - iii. Training materials can be checked out for an indefinite period of time, but will be subject for an accountability check at any time and no less than bi-annually.
 - iv. The K-9 Handler that signs the drugs out of the Evidence Room will be responsible for the drugs while in his custody. Access to the separate storage area for the drugs secured for K-9 training purposes will be limited to the individual K-9 Handlers with the appropriate Research License(s) and Evidence personnel. While in Handler's custody, drugs will be stored in the K-9 unit's vehicle narcotics safe.
 - v. K-9 Handlers will not be allowed to remove drugs from the Evidence Room for any purpose other than K-9 training, or court hearings. All arrangements for such activity will be made through evidence custodians and properly documented.
 - vi. The Handler may make arrangements with Evidence personnel to have drugs checked out for training use and checked back in.
 - vii. In the event that any of the drug(s) are lost or destroyed during training, the K-9 Handler who signed the drugs out from the Evidence Room will write a report to document the incident. The Undersheriff and Sheriff will be notified immediately if this was to occur.
 - viii. In the event that any of the drugs are stolen, the incident will be immediately reported to the Sheriff and operations command staff. An outside law enforcement agency may be requested to investigate the incident.

IX. Records/Reporting Practices Required by Handlers

- A. K-9 Medical Log: K-9 Handlers shall be responsible for maintaining a log of any and all medical care provided to their assigned K-9. This log will be maintained in a manner, which ensures the accountability for such care.
- B. K-9 Training: Each K-9 Handler is required to document all K-9 training prior to the end of their shift. The Handler shall keep a copy of the training documentation for his/her records, and be available at any time as requested by the Sheriff or his command staff.

- C. K-9 Deployment Report: a K-9 Report shall be completed each time a K-9 is used. The on-duty shift supervisor shall review the report. The original report will be forwarded to the Patrol Supervisor no later than the end of the Handler's tour of duty.
 - i. It will be the responsibility of the Handler to give to the on-duty shift supervisor a written report of all behavior violations encountered with his/her K-9. Behavior violations shall consist of behaviors, which are unusual or not normal for the animal, any unusually aggressive behavior, or any behaviors by the animal concerns the Handler.
 - ii. A K-9 Deployment Report and Use of Force Report shall be completed to report any incident involving the bite by or release of an office K-9. Any physical contact, no matter how slight, between a person and a K-9 shall be promptly reported to the on-duty shift supervisor. Any incident wherein a K-9 causes physical injury, no matter how slight, shall be promptly reported, and proper medical care arranged for the person that may have been contacted.

X. Behavior Around K-9 Units

- A. All deputies are reminded to conduct themselves in a professional manner while around a police K-9. It is the responsibility of the K-9 Handler to maintain control of his/her assigned K-9 while other officers are present.
- B. Deputies who are out with a K-9 unit will not deliberately engage in any conduct that might agitate or excite the K-9. Any question as to what activity is appropriate when a K-9 is present should be directed to the Handler.
- C. No deputy will strike or fake an aggressive act towards a K-9 Handler while in the presence of the K-9 except in training and/or public relations demonstrations.
- D. No deputy will touch or pet the K-9 without the permission of the Handler.
- E. No deputy will attempt to enter or reach in a K-9 vehicle while the K-9 is inside.
- F. No one other than the Handler or person holding responsibility for the K-9's care shall feed or water the K-9.
- G. No one will bring drugs into contact with the K-9 or attempt to have a K-9 alert or search for drugs other than the Handler.
- H. Police K-9s are trained to bite and hold on command, in response to their training, in order to apprehend suspects or to protect the Handler. Should an officer be confronted by a police K-9 while on call, the officer should stand still. Any sudden movement or attempted flight by the officer may cause the K-9 to respond in an aggressive manner.

XI. Injury to Police K-9

- A. Depending on the circumstances that resulted in the injury to the K-9, the Handler is to seek immediate medical assistance for the K-9 as soon as reasonably possible. The Handler will inform the Shift Supervisor of the incident. The on-duty shift supervisor will notify the Patrol Lieutenant who will in turn notify further up the chain of command.
- B. In the event the injury to the K-9 unit was the result of an illegal intentional act of another while in the performance of the animal's duty, the subject(s) involved shall be charged, as in accordance to Wyoming Law.

XII. Injury to the K-9 Officer

- A. In the event a K-9 Handler is injured to the extent that he/she cannot exercise control over the K-9, any officer on the scene should:
 - i. Call for another K-9 Handler, or previous K-9 Handler. These officers are trained in exercising control over another Handler's K-9.
 - ii. If the time required for response by another K-9 Handler may jeopardize the injured Handler's life, officers on the scene should first attempt to notify the Animal Control Officer to respond and take control of the K-9 until another K-9 officer arrives, or an experience individual respond as well.
 - iii. If the option in "i" and "ii" are unavailable, the officers may need to divert the K-9's attention in order to reach the injured Handler and move him to safety. The K-9's training and dedication to its Handler may make diversion extremely difficult. An officer "taking a bite" may be the only successful way of diverting the K-9's attention. When an officer on the scenes must "take a bite", he should follow these guidelines:
 - a) Heavily pad the arm to reduce chance of injury.
 - b) Have other officers standing by with a rope, leash, or chain, which can quickly attach to the K-9's choker collar after the attack.
 - c) Secure K-9 to an immovable object such as an automobile, utility pole, or door handle.
 - iv. The officer may use deadly force against the K-9 in the event all other means have failed and such force is deemed necessary to save the Handler's life.

XIII. Training

- A. All K-9 Handlers must complete basic K-9 Handler training which includes the following: drug detection, criminal apprehension, tracking, and patrol/directed searches prior to beginning patrol duties with the K-9 or as directed by the Sheriff or his designee.
- B. It shall be the responsibility of the individual Handler to ensure that his/her assigned K-9 remains up to date on training and remains in good physical condition. Training of department K-9s will be conducted in a manner that is both effective and safe for all K-9s and personnel involved.
- C. The Albany County Sheriff's Office will provide for on-going program of K-9 training for both the Handler and his dog. The training is intended to maintain the skill levels of both the Handler and the dog. All training is to increase the abilities and improve the effectiveness of each individual K-9 team.
- D. Training will consist of planned necessary work on new techniques and methods or specific weaknesses for any particular K-9 team. Each Handler will be required to maintain constant training with their assigned K-9. Training allows for evaluation of current training status of Handler and K-9.
- E. Each K-9 Handler is to develop training exercises that will maintain training levels of K-9. It is each Handler's responsibility to inform the Patrol Command Staff of any changes in unit status, changes in training schedules, upgrades in skill levels, and of any serious problems encountered, if any.
- F. Annual re-certification training will be completed as certification dates become available.

XIV. K-9 Officer's Uniform

- A. Officers assigned to the K-9 unit shall wear such duty uniforms as determined by the Sheriff. In addition to duty uniforms, all K-9 officers are to maintain standard departmental uniform issue for special assignments and appearances in court.

XV. Replacement of On-Duty K-9

- A. It will be the determination of the Sheriff with consultation with the Undersheriff as to when to replace an on-duty K-9. Reasons for replacement may include chronic or poor performance, old age, and/or injuries, which prevent the K-9 from performing further active duty.

XVI. Breeding Police K-9

- A. No Department K-9 will be used for breeding without the expressed consent of the Sheriff.

XVII. Police K-9 Care

- A. Handlers will be responsible for the health and welfare of his/her assigned K-9, both on and off duty.
- B. Any illness of a non-emergency nature will be reported to the Patrol Supervisors immediately. If it is determined that the K- should be taken to a veterinarian selected by the office, the handler will make the necessary arrangements.
- C. In an emergency situation, the handler shall ensure that the K-9 receives immediate medical attention. The Handler will then submit a report to the Patrol Command Staff describing the entire incident.
- D. The Handler will be responsible for the daily maintenance of the assigned K-9. This is to include the administration of any necessary medications, grooming, and bathing.
- E. Medical examinations and injections for the K-9's health will be conducted annually or as needed should an injury or illness occur.
- F. K-9 Handlers will be responsible for the care and upkeep of all equipment issued to them for training, control, and transportation of the K-9.
- G. The Sheriff's Office, if necessary will pay for the boarding of the K-9 when the Handler is out of town.
- H. Vet care will be at the expense of the Sheriff's Office. The Sheriff, Undersheriff, and K-9 Handler will determine which vet service will be utilized.
- I. The Handler will receive comp time at a rate of 3.5 hours per work week for the daily care of the K-9.

XVIII. K-9 Vehicles

- A. K-9 vehicles shall be operated and maintained as outlined in Department policy.

XIX. Required K-9 Unit Equipment

- A. The following equipment listed is mandatory for each K-9 unit. All equipment will be maintained in the vehicle or used for the care of the K-9 at the approved location.
 - i. One 10 x 10 x 6 fenced kennel
 - ii. Two metal dog bowls
 - iii. One narcotics safe
 - iv. One 6' lead

- v. One metal choke collar
- vi. One tracking harness
- vii. One 30' tracking lead
- viii. One Kong toy
- ix. One Agitation Muzzle
- x. One Agitation Collar

By Order of the Sheriff,

ORIGINAL SIGNED

David S. O'Malley

12/03/2012

**ALBANY COUNTY SHERIFF'S OFFICE
OPERATIONS POLICY MANUAL**

Peer Support Team

POLICY # 902

NUMBER OF PAGES: 6

SECTION 900 Specialized Guidelines

EFFECTIVE: 02/01/13

Purpose

To provide support to personnel experiencing personal and/or work related stress, and also during and following traumatic incidents resulting from performance of duty and provides peer support for employees and their families who experience stresses generated by the role of law enforcement in today's society.

Policy

It is the policy of the Albany County Sheriff's Office to participate in a regional response team with trained officers available as peers to other law enforcement personnel who may need support during stressful times in either job or personal areas.

Procedure

I. Organization and Administration

A. Authority

- i. The Peer Support Team operates under the Albany county Sheriff's Office Operational Guidelines for Peer Support Team.
- ii. The Peer Support Team (PST) is comprise of Sheriff's Office employees, operates under the general direction of the Sheriff or his designee, and the specific direction of the clinical advisor as approved by the Sheriff. The team coordinator administers the Peer Support Team.
- iii. If the team coordinator is unavailable to administer the team, one of the assistant coordinators assumes responsibility.
- iv. In the event of the absence of both the team coordinator and the assistant coordinators, the Sheriff or his designee will designate an acting coordinator.

B. Confidentiality

- i. Information communicated in PST interactions is not subject to disclosure in any administrative investigation.
- ii. The PST clinical advisor must be notified of all PST contacts and contexts with employees and/or their family members.
- iii. Debriefings and other group interactions conducted under the facilitation of the agency clinical advisor are confidential within the limits prescribed by law.
- iv. Debriefings, participants, information gathered and group interactions conducted under the facilitation of the agency clinical advisor are confidential within the limits prescribed by law.
- v. PST members are required to report and/or take action when:
 - a) There is probable cause to believe that a crime has been committed.
 - b) There appears to be incidents of domestic violence.
 - c) Employees pose a risk of injury to themselves or another.
 - d) When reporting is required
 - a) PST members will contact the PST Coordinator.
 - b) The on-duty shift supervisor will be notified if there is an immediate threat of injury to the employee or any other person.
 - c) The division commander will be notified by the immediate supervisor, PST member or PST coordinator as soon as practical.

C. Availability of Team

- i. The PST is available on a 24-hour call-out basis.
- ii. Members will be contacted through the Peer Support Coordinator who will be contacted by either the on-duty supervisor or the officer requesting peer support.

D. Team Response

- i. The PST is available on a 24-hour call-out basis.
- ii. PST members may respond to any incident at the direction or request of a supervisor, team coordinator, or the PST clinical advisor.

- iii. Upon the request of an involved employee.
- iv. PST members should make every effort to contact the team coordinator prior to responding to a traumatic incident.
- v. If this is not possible, PST members must notify the team coordinator as soon as is practical.

E. Selection of Team

- i. The Sheriff will designate the PST Coordinator.
- ii. The PST Coordinator and Clinical Advisor select the assistant coordinators.
- iii. Applicants for the assistant coordinator positions shall submit a letter to the PST Coordinator outlining their interest and qualifications for the position.
- iv. The PST Coordinator and other members will select team members.
 - a) Applicants for team members must submit a letter stating their interests and qualifications to the Sheriff or his designee.
 - b) Applicants are screened by the Team Coordinator and selected members of the PST.
 - c) The applicants that are chosen are interviewed by the PST Coordinator and selected members of the PST to determine suitability.
 - d) Current PST members may provide input before an applicant is appointed to the team.
 - e) The team coordinator submits a list of qualified applicants to the Sheriff or his designee for final approval and appointment to the PST.

II. Use of the PST Team

A. On-scene involvement

- i. Team members may respond to the scene of any traumatic incident or other location to meet with involved personnel to provide immediate support.
- ii. Team members are not used to assist with the incident investigation.

B. Traumatic Incident Debriefings

- i. PST acts as a debriefing resource for employees who have recently experienced a traumatic incident. This forum allows expression of feelings and open discussion of any matter associated with the incident and facilitates emotional and cognitive integration.
- ii. After an incident, the Sheriff or Undersheriff will decide, with input from the PST, whether a debriefing is warranted.
- iii. If a traumatic incident occurs, the team arranges for a debriefing normally within 72 hours of the incident under the direction of the clinical advisor. The team will notify involved personnel who are encouraged to attend the debriefing.
 - a) Employees who attend will be compensated for off-duty participation.
- iv. Involved employees specifically excused by the Sheriff, Undersheriff, clinical advisor, PST Coordinator, or the primary PST debriefing facilitator need not attend.
- v. Conducting a PST debriefing for an incident is optional depending upon the actual circumstances of the incident and whether debriefing is the most appropriate support intervention.
- vi. The Sheriff or Undersheriff must be informed of all PST debriefings.
- vii. If a specific incident causes a conflict of interest for any team member, that member is excused from participation in any debriefing or PST interaction.

C. Internal Affairs Investigations or Supervisory Inquiries

- i. Employees involved in an Internal Affairs investigation or a supervisory inquiry who wish assistance in dealing with stress related issues from the investigation will be directed to the PST coordinator or uninvolved member of the PST.

D. Peer Support Team members, while engaged in a peer support role, shall not be utilized for other assignments or roles.

E. In the event that an employee directly involved in a traumatic incident requests a particular PST member, supervisors shall make every effort to release the PST member requested from an alternate assignment so that the PST member may provide peer support to the involved employee.

III. The Team Provides Personal Contact As Follows:

A. Self-referral:

- i. Any employee may request PST assistance for personal or professional matters.

B. Supervisor referral:

- i. Supervisors may refer personnel under their direct supervision to the clinical advisor, team coordinator or any member of the PST for assignment to an appropriate team member.

C. Reach-out program:

- i. Team members may provide follow-up personal contact on a one-to-one basis to employees who were involved in a traumatic incident, or provide personal support to employees as needed.

D. On-call status:

- i. PST members work an on-call basis and are available to provide immediate peer support by being accessed through the call out system.

By Order of the Sheriff,

ORIGINAL SIGNED

David S. O'Malley

11/14/2012

ALBANY COUNTY SHERIFF'S OFFICE

OPERATIONS POLICY MANUAL

Newborn child safety relinquishment			
POLICY#	903		NUMBER OF PAGES: 2
SECTION	Specialized guidelines	EFFECTIVE:	06/21/18

Purpose:

It is necessary to establish a process for office personnel to follow in the event a parent or parent's designee relinquishes custody of a newborn baby in accordance with Wyoming State Statute 14.11.101.

Policy:

In accordance with Wyoming State Statutes a Sheriff's Office qualifies as a location where a parent or parent designee may relinquish custody of a newborn child who is 14 days old or younger.

Procedure:

I. Provisions

- A. Relinquishment of a newborn child shall not, in and of itself, constitute abuse or neglect and the child shall not be considered an abused or neglected child, so long as the relinquishment is carried out in substantial compliance with provisions of this act.
- B. A safe haven provider shall accept a newborn child who is relinquished pursuant to the provisions of the act and may presume that the person relinquishing is the child's parent or parent's designee.
- C. The parent or parent's designee may provide information regarding the parent and newborn child's medical histories and identifying information regarding the non-relinquishing parent of the child, but the safe haven provider may not require that any information be given or the person relinquishing expresses an intent for return of the child.

II. Process

- A. The Sheriff's Office will consider the LARC/ Detention Center lobby as a designated drop off point.
- B. Signage at this location will direct anyone relinquishing custody of a newborn to call Dispatch if the relinquishment occurs after normal working hours or if the

person attempting to relinquish the newborn cannot contact someone in the building from the lobby.

- C. Once Office personnel have taken custody of the baby the Laramie Fire Department should be immediately contacted so that they can respond and take the baby to IMH for evaluation.
- D. Once the baby is in DFS custody, a Deputy shall cooperate with them to ensure that the baby has not been identified as a missing child.

BY ORDER OF THE SHERIFF,

Original signed by Sheriff

David S. O'Malley